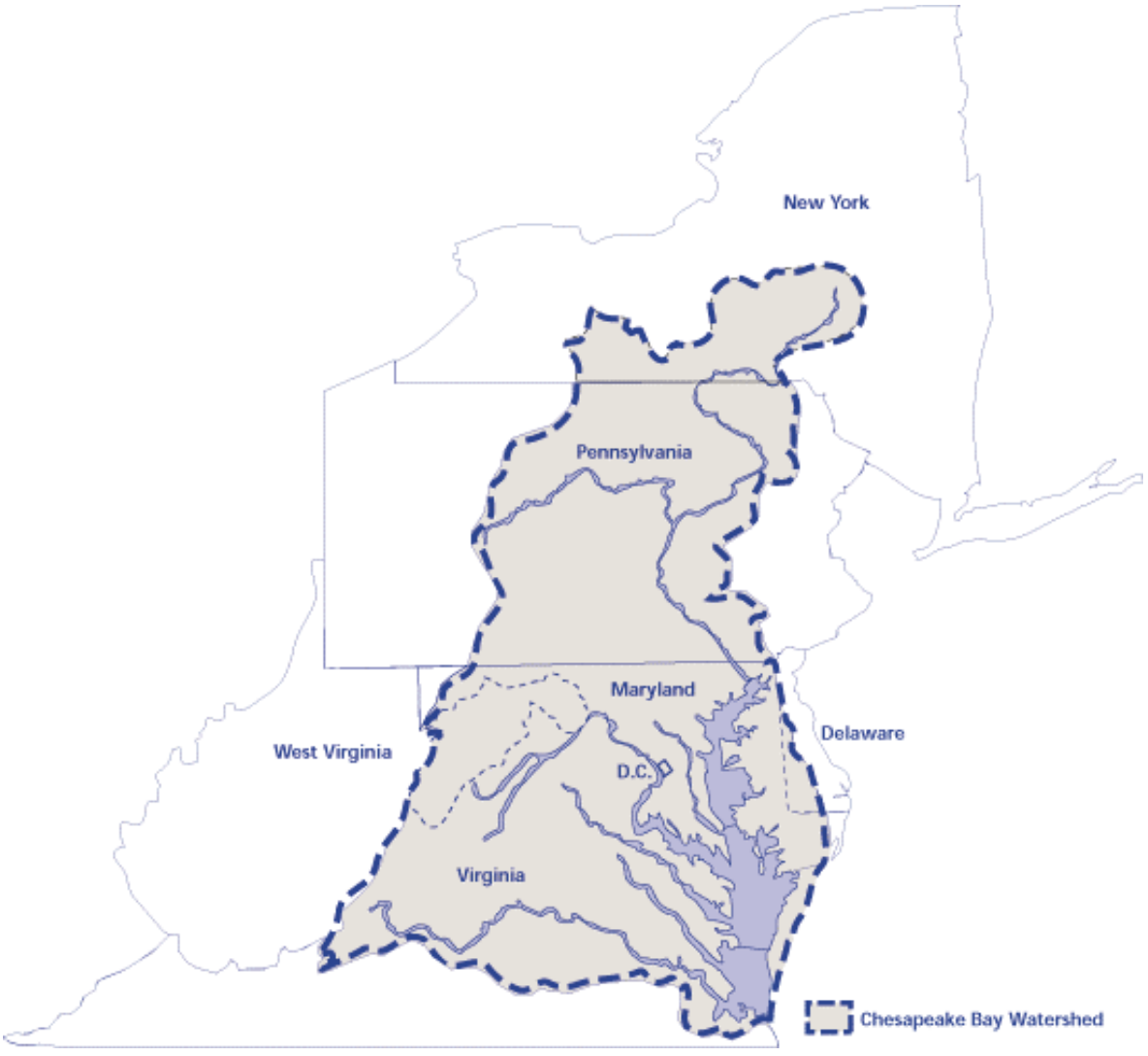
U.S ENVIRONMENTAL PROTECTION AGENCY
CHESAPEAKE BAY PROGRAM
GRANT AND COOPERATIVE AGREEMENT GUIDANCE



Chesapeake Bay Program
A Watershed Partnership
www.chesapeakebay.net

February 2001
(Updated 1/1/02)
(Updated 10/1/02)

Summary of Changes to the US EPA Grant and Cooperative Agreement Guidance
Revised 10/1/02

1. Summary of Edits to Attachment 9- A&B: Toxic Data Acquisition Specifications

This attachment was completed revised to reflect the new Chesapeake Bay Toxics Database design and to ensure that the Chesapeake Bay Program Office (CBPO) has enough detail regarding your data to process it and load it into the database. The specifications for data acquisition were recognized to make the form more simple and to help you in submitting your data. More specific parameters are listed and a questionnaire has been added to ensure that you provide sufficient information about your data for the CBPO to be able to process it. With these changes we hope to have sufficient information that will allow us to process your data without additional correspondence or phone calls. Also included is a new requirement to register your project on the Bay Program website so that other researchers and the general public are aware of your work. Any questions, contact Kathryn Gallagher, Toxics Coordinator at 410-267-5746.

2. Chesapeake Bay Implementation Grants

The new format page for grant applications and summary page for reporting back were developed as a response to frequent requests by congressional staff on the status of the Chesapeake Bay Implementation Grants (CBIG) to the states. They are based on formats that are used for Section 319 grants and from the CBIG MD DNR grant. Please use the format page for the FY03 grant applications (Sample 1). The report form summary (Sample 2) should be used for any semi-annual and final reports that are due (even for prior year grants) starting January 2003.

Chesapeake Bay Implementation Grants – Revised 10/01/02

Summary :The new format page for grant applications and summary page for reporting back (attached) were developed as a response to frequent requests by congressional staff on the status of the Chesapeake Bay Implementation Grants to the states (CBIG). They are based on formats that are used for 319 grants and from the CBIG MD DNR grant. Please use the format page for the FY'03 grant applications (Sample 1). The report form summary (Sample 2) should be used for any semi-annual and final reports that are due (even for prior year grants) starting January 2003.

Sample 1: Grant Guidance Revisions for FY 2003 - Application for CBIG

Applicants should provide a summary page and assign a number for each project. This page should replace the need to include background/historical information, specific target and Chesapeake 2000 goals in the WP. The following is an example (this is based on MD DNR's 319 grant applications and project example from DNR's FY00 CBIG):

CBIG Program Section 117 FY 2003 Proposal
Project #1

Title: Upper Pocomoke Watershed Soil Conservation and Water Quality Planner

Proposed Budget: Federal: $43,616
MACS State: $43,616

Total Project Funds: $43,616

Project Funding Period: 7/1/01 - 6/30/02 (MDA)

Project Area: Pocomoke/Lower Eastern Shore/Chesapeake Bay watershed

Project Description: (one or two sentences) Accelerate soil conservation and water quality (SCWQ) planning and implementation of agricultural BMP's within the Upper Pocomoke Watershed, and to implement BMP recommendations in accordance with soil conservation and water quality plans through outreach and assistance.

History: This project first received Chesapeake Bay Implementation Grant funding in FY94. The planner position started in May of 1995. To date, there have been 168 conservation plans prepared and 455 agricultural BMPs implemented.

Chesapeake 2000 commitment supported: Water Quality: Nutrients & Sediments:
- 3.1.1 Continue efforts to achieve and maintain the 40% reduction goal agreed to in 1987, as well as the goals being adopted for the tributaries south of the Potomac River.
- 3.1.2 By 2010, correct the nutrient and sediment related problems in the CB and its tidal tributaries sufficiently to remove the Bay and the tidal portions of its tributaries form the list of

impaired waters under the Clean Water Act...

Target Outcome of Project: (example, # of BMPs installed, title of brochures to complete, name of meetings set up or to attend, etc..)

- Develop 40 SCWQ Plans for 3,000 acres
- Implement 100 BMP's covering 1,500 acres

Contact Person: Janet Crutchely, Soil Conservationist
Dorchester Soil Conservation District

Date Submitted: 4/00

[lmackey]gg03_IMP2
SAMPLE 2 - Chesapeake Bay Implementation Grants

This example adopted from MD DNR reports

Example header to appear on each page:
SUMMARY CBIG Semi-annual Progress Report # 3
Name of Grantee or State: MD DNR **Report period covered**: 7/31/01-12/31/0
Grant #: CB-98329201-0

Project Name & Dates, *Chesapeake 2000* goal	Federal Funding, and Funding Categories	Accomplishments
eg. Project 1 Upper Pocomoke Watershed Soil Conservation and WQ Planner 7/1/01 - 6/30/02 (MDA) Water Quality: Nutrients & Sediments: - 3.1.1 Continue efforts to achieve and maintain the 40% reduction goal agreed to in 1987... - 3.1.2 By 2010, correct the nutrient and sediment related problems in the CB and its tidal tributaries sufficiently to remove the Bay...	FY00- $43,616 Salaries/Fringe: $41,566 Travel: $250 Supplies: $1,800	*33 SCWQP's on 1,715 acres were completed. *41 BMP's were installed *During Oct.-Dec. there was an increase in interest in the CREP in the Pocomoke Watershed. This is in part due to changes in the program which called for buffer widths to be increased to 180 feet. Since many fields in ths watershed have ditches close together, it is allowing the whole fields to qualify for the program. As a result, many more farmers and landowners are interested in the program.

[lmackey]gg03_IMP2

eg. Project 2 Upper Choptank Watershed AG Tech Assistance 10/../00-9/30/01(MDA) 10/../00-3/31/02-revised form Deliverables schedule has changed Water Quality: Nutrients & Sediments: - 3.1.1 Continue efforts to achieve and maintain the 40% reduction goal agreed to in 1987... - 3.1.2 By 2010, correct the nutrient and sediment related problems in the CB and its tidal tributaries sufficiently to remove the Bay...	FY00-$41,672 Salary/Fringe: $39,625 Travel: $400 Supplies: $1,650	*Due to the planner vacancy, this project was extended through march 31, 2002 *20 SCWQP's or 1,309.4 acres were completed. *92 BMP's were installed *728.9 tons of soil were saved. *94.6 acres of CREP were installed *The planner assisted with processing of fall certification forms for cover crop. She also received training relating to CREP, soils, and communication skills and personnel rules and regulations. She attended meetings and set up a display at the Caroline SCD banquet and Caroline County Fair.

SUMMARY OF CHANGES
1/1/02

Changes were made to the Guidance document (pages l2 and l3) and to the following Attachments to make them consistent with each other and provide a single place (Appendix 8) for acceptable document and data format alternatives. Listed below is a summary of changes for each Attachment and Guidance Text.

Attachment 6: Chesapeake Bay Program Point Source and Nonpoint Source Data Submission Specifications and Requirements: (Changes in this attachment are noted with strikeout and new language is bolded.) The wording was changed to reflect agreements made for progress reporting at the Tributary Strategy Workgroup and referenced TSWG agreements for the necessary data fields and field definitions used in the CBP Watershed Model. By adhering to the decisions of the Tributary Strategy Workgroup, an applicant's data would meet Bay Program needs. Any questions, contact Russ Mader at 410-267-5752.

Attachment 7 - Chesapeake Bay Program Quality Assurance Guidelines and Requirements: (Changes in this attachment are noted with strikeout and new language is bolded.) The requirements for the preparation and submission of Quality Assurance plans will remain the same for FY02 03. This attachment has been revised to better describe these requirements, and to update the web address for obtaining EPA Quality Assurance guidance documents. For ongoing projects with previously approved Quality Assurance Project Plans, the grantee or cooperator must review the plan and notify the Project Officer whether or not revisions will be necessary. Any questions, contact Mary Ellen Ley at 410-267-5750

Attachment 8 - Chesapeake Bay Program Guidance and Policies for Data, Information and Document Deliverables Submission: (Changes in this attachment are bolded.) The changes to this attachment were to add to the ITIS Biological Nomenclature Policy to address and standardize biological names for identifying and reporting species. The ITIS taxonmy table, which is maintained on the USDA's website www.itis.usda.gov/indiex.html, should serves as the master table of species names. Provided updated formats for deliverables to be submitted to CBPO. Any questions, contact Brian Burch at 410-267-5736

Attachment 9 A&B - Toxics Data Acquisition Specifications & Data Submission Questionnaire: This attachment was completely revised to reflect the new Chesapeake Bay Toxcis Database design and to ensure that the CBPO has enough detail on data submitted to process it and load it into the database. The specifications for data acquisition were reorganized to simply the form and to assist in data submittal. More specific parameters are listed and a questionnaire has been added to ensure that the applicant provide sufficient information about the data for the Bay Program Office to be able to process it. These changes were made to reduce the need for additional correspondence or phone calls. Also included is a new requirement to register each project on the Bay Program website so that other researchers and the general public are aware of the project. Any questions, contact Kelly Shenk at 410-267-5728.

Revised 1/1/02

Two text revisions of the US EPA Chesapeake Bay Program Grant and Cooperative Guidance - dated February 2001:

From page 12:

Data/Information and Document Deliverables

The Chesapeake Bay Program has adopted a series of guidelines and policies addressing the management and submission of data, information, and documents. **These guidelines are found in Appendix 8. Grantees are expected to adhere to these guidelines unless an alternative format has been** ~~If~~ agreed upon by recipient and Project Officer **and documented in the Work Plan.** Electronic versions of document deliverables must be submitted on IBM-PC compatible disks or tapes **in one of the file formats specified in Appendix 8.** ~~in a PDF file format so that all documents can be made directly accessible by CBP partners, stakeholders, and the general public through the CBP or partner web sites. Images for web publication should be submitted in the preferred GIF or JPEG format.~~ All electronic deliverables must have companion metadata entered in the COMET system (www.chesapeakebay.net/comet). For ~~additional~~ **detailed information on acceptable file formats and other** electronic document deliverable requirements, please refer to Attachment 8. As part of each work plan, the recipient must describe the data and information management procedures that they will follow which ensure the quality and timely electronic delivery of the data and information being developed or processed. Specifically, the work plan must include how the recipient will adhere to the Chesapeake Bay Program data/information management guidelines and policies described in more detail in Attachment 8. Specific guidelines addressing the submission of point and nonpoint source and toxics data are also described in Attachments 6 and 9, respectively.

From Page 13:

Cost Share Requirements (Second paragraph)

State agencies applying for implementation and monitoring grants must identify 50 percent cost share of total project costs (equal match/dollar for dollar). **State agencies applying for grants under Section 117(d)(l), must commit to a cost share ranging from 5% to 50% as determined at the sole discretion of EPA. This determination will be made on a grant-by-grant basis and EPA will promptly inform the applicant of the selected cost share requirement.** Applicants applying for small watershed grants must commit to a cost share of 25% of the total project cost. All other applicants applying for grants under Section 117 must commit to a cost share of %5 of the total project costs. EPA will see assurances that the flow of the project funds will not be impeded by loss of personnel or services during the course of the project period. Further, EPA may seek assurances that economic conditions of landowners targeted for participation of the program will continue to make incentives, inherent in the programs structure, a feasible means of implementing it.

TABLE OF CONTENTS

Attachments

1 - *Chesapeake 2000* Agreement
2 - Clean Water Act , Section 117
3 - Sample Work Plan
4 - Sample Comprehensive Deliverable Chart
5 - Habitat Restoration Tracking Data Form
6 - CBP Point Source & Non Point Source Data Submission Specifications and Requirements
7 - CBP Quality Assurance Guidelines and Requirements
8 CBP Guidance and Policies for Data/Information Deliverables Submission
9 - CBP Toxics Data Submission Specifications and Requirements
10- Administrative Costs Worksheet

FORWARD

This guidance represents a change in the way that the U.S. EPA, Region III's Chesapeake Bay Program Office administers funds for the benefit of the Chesapeake Bay Program and the bay. This guidance is a collaborate effort among project officers in the Chesapeake Bay Program Office, with input from Bay Program partners of the Chesapeake Executive Council. The purpose of this guidance is to present organizations with the best possible information needed to apply for funding. It provides a sound framework to attain successful proposals that work towards achieving the goals set forth in the first Chesapeake Bay Agreement in 1983 and subsequent agreements. This guidance will be revised and redistributed every five years, unless there is a legislative, regulatory, or other changes that need to be incorporated.

THE CHESAPEAKE BAY PROGRAM: AN OVERVIEW

The Chesapeake Bay Program is a unique regional partnership that's been directing and conducting the restoration of the Chesapeake Bay since the signing of the historic 1983 Chesapeake Bay Agreement. Considered a national and international model for estuarine research and restoration programs, the Bay Program is led by the Chesapeake Executive Council. The members of the Executive Council are the governors of Maryland, Virginia and Pennsylvania; the mayor of the District of Columbia; the administrator of the U.S. Environmental Protection Agency and the chairman of the Chesapeake Bay Commission, a tri-state legislative body. The Executive Council meets annually to establish the policy direction for the Bay and its living resources in implementing the Chesapeake Bay agreements.

As the largest estuary in the United States and one of the most productive in the world, the Chesapeake was this nation's first estuary targeted for restoration and protection. In the late 1970s, a congressionally funded $27 million five year study was conducted when scientists began to observe the loss of living resources and the public became concerned about environmental degradation in general. The study identified the main source of the Bay's degradation as an oversupply of nutrients entering the Bay, and advocated programs that would limit nutrient loadings from point sources like wastewater treatment plants and nonpoint sources like fertilizers running off farmland. The study pinpointed three areas requiring immediate attention: nutrient over-enrichment, dwindling underwater Bay grasses and toxic pollution. Once the initial research was completed, the Bay Program evolved as the means to restore this exceptionally valuable resource.

The term "Chesapeake Bay Agreement" means the formal, voluntary agreements executed to achieve the goal of restoring and protecting the Chesapeake Bay ecosystem and the living resources of the Chesapeake Bay ecosystem and signed by the Chesapeake Executive Council. The following is an overview of the history of the Bay Program.

In the 1987 Chesapeake Bay Agreement, the Executive Council set a goal to reduce the nutrients nitrogen and phosphorous entering the Bay by 40% by the year 2000. Achieving a 40% nutrient reduction would ultimately improve the oxygen levels in Bay waters and encourage aquatic life to flourish.

In the 1992 Amendments, the Bay Program partners agreed to maintain the 40% goal beyond the year 2000 and to attack nutrients at their source- upstream in the Bay's tributaries. As a result, Pennsylvania, Maryland, Virginia, and the District of Columbia began developing tributary strategies to achieve the nutrient reduction targets. The Bay Program also began reevaluating its Basinwide Toxics Reduction Strategy in order to better understand the impact toxics have on the Bay's resources.

In 1993, the Bay Program partners celebrated a "Decade of Progress" by highlighting the tenth anniversary of the signing of the *1983 Chesapeake Bay Agreement* along with some of the restoration successes to date, including an increase in the acreage of underwater Bay grasses and significant reductions of point source pollution.

Highlighting the results-oriented emphasis of the Bay Program, the Executive Council guided the restoration effort in 1993 with five directives addressing key areas of the restoration, including the tributaries, toxics, underwater Bay grasses, fish passages, and agricultural nonpoint source pollution. Specifically, the Executive Council directed the partners to outline initiatives for nutrient reduction in the Bay's tributaries; revise the *Basinwide Toxics Reduction Strategy* by 1994; develop action plans to address problems related to toxics in specific geographic areas within the watershed; and work with the agricultural community to implement total resource management programs on farms in the watershed.

In addition, the Executive Council set an initial goal for recovery of Bay grasses at 114,000 acres by the year 2005 and set five- (582 miles) and ten year (1,350 miles) goals for reopening upstream spawning habitat for migratory fish by removing blockages, such as small dams, on the Bay's rivers.

In July 1994, high-level federal officials from 25 agencies and departments signed the *Agreement of Federal Agencies on Ecosystem Management in the Chesapeake Bay.* The historic agreement outlined specific goals and commitments by federal agencies on federal lands throughout the watershed, as well as new cooperative efforts by federal agencies elsewhere.

In October 1994, the Executive Council called the implementation of the tributary strategies the top priority for the Bay and its rivers. The Executive Council also adopted the *1994 Chesapeake Bay Basinwide Toxics Reduction and Prevention Strategy.* In addition, the Executive Council issued new initiatives for riparian forest buffers, habitat restoration, and reciprocal agricultural certification programs.

The *1995 Local Government Partnership Initiative* engaged the watershed's 1,650 local governments in the Bay restoration effort. The Executive Council followed this in 1996 by adopting the *Local Government Participation Action Plan* and the *Priorities for Action for*

Land, Growth and Stewardship in the Chesapeake Bay Region, which address land use management, growth and development, stream corridor protection, and infrastructure improvements. The Executive Council also signed the *Riparian Forest Buffers Initiative in 1996*, which increased the Bay Program's commitment to improve water quality and enhance habitat. The new goal calls for restoring 2,010 miles of riparian buffers on stream and shoreline in the watershed by the year 2010.

In 1997, the Executive Council renewed its commitment to the 40% nutrient reduction goal, acknowledging that it had to accelerate efforts. A Bay Program study had concluded that the goal for phosphorus reduction would be met by 2000, but the goal for nitrogen would not be met unless efforts were intensified. Other directives signed in 1997 focused on wetlands protection and restoration and the development of a Bay Program Community Watershed Initiative.

In November 1998, representatives of 22 federal agencies and departments signed an updated agreement to implement the *Clean Water Action Plan* in the Bay watershed. The *Federal Agencies' Chesapeake Bay Ecosystem Unified Plan* contains 50 specific goals and commitments for federal agencies.

After more than a year in the making, the Chesapeake Bay Program partners came together in June 28, 2000 to sign a historic new agreement. The *Chesapeake 2000* agreement lays the foundation and sets the course for the Bay's restoration and protection for the next decade and beyond. In addition to the commitment to continue to meet goals set forth by previous agreements, this new agreement lays out five goals: (1) Living Resource Protection and Restoration, (2) Vital Habitat Protection and Restoration, (3) Water Quality Protection and Restoration, (4) Sound Land Use, and (5) Stewardship and Community Engagement. Each goal provides specific target dates and measurable objectives to achieve better results for a cleaner, more productive Bay (see Attachment 1).

As a means to achieve these goals and commitments, the U.S. EPA awards assistance agreements (grants/cooperative agreements) to State water pollution control agencies, interstate agencies, other public or nonprofit agencies, institutions, organizations and individuals. The type of projects that are awarded range from monitoring of bay toxins to environmental education. These projects have helped support the commitments set forth since the historic *1983 Chesapeake Bay Agreement* to the current *Chesapeake 2000* and will continue for the next decade and beyond.

INTRODUCTION TO THE GUIDANCE DOCUMENT

This guidance document has been developed to assist applicants applying for assistance agreements (grants and cooperative agreements) to support the Chesapeake Bay Program goals. In the past this document has been provided to potential applicants on an annual basis. To reduce paperwork and the need for an annual review, starting in Fiscal Year (FY) 2001, this document will be updated once every five years or in the event of changes in funding authorization. Updates and highlights of the program will be provided in the form of a brief letter on an annual basis. The EPA Chesapeake Bay Program Office hopes that this will make the process easier for all potential applicants.

Applying for assistance agreements involves the development of a work plan, filling out a federal application and certifications and providing budget information. This guidance contains the following sections:

- Authority: This section describes the legal authorization that allows EPA to provide these funds to organizations.

- Application Requirements: This section lists all the required documentation and information needed to provide EPA with a complete application. It includes time frames, contacts and address information.

- Work Plan: This section describes what is expected in the work plan of an application. It also provides example work plans. The work plan is the descriptive section of the application. It describes the projects that are proposed, what the outcomes will be and how results will be reported.

- Work Plan Specific Requirements for Implementation and Monitoring Grants: Financial commitments to the States and the District of Columbia have specific requirements under the assistance agreements received from the EPA. These Implementation Grants are described in this section. Also included in this section are specific requirements for Monitoring Grants.

- Quality Assurance: This section describes specific technical documentation and reporting requirements for assistance agreements that involve the collection, or use of environmental data. This includes a description of Quality Management Plans and Quality Assurance Project Plans.

- Deliverables: This section describes what specific requirements are needed to produce and submit deliverables.

- Financial: This section provides information regarding cost share requirements, in-kind calculations for EPA on-site grantees, and information regarding the Financial Status Report requirements.

- Attachments: These attachments provide more detailed background information and forms necessary for development of complete applications for assistance.

Competition Process

The EPA employs several mechanisms to promote an open and competitive process in support of the Federal Grant and Cooperative Agreement Act of 1977, which "encourages" Agency managers to seek out competition in the selection of recipients of Assistance Agreements. The EPA, CBPO competes funds through Requests for Proposals (RFPs) for (1) single year activities supporting priorities or (2) multi-year activities supporting CBP functions.

Single year Activities

Each spring, EPA, CBPO will announce the RFP for single year activities, through mailings, federal register notices, and website postings. These requested proposals are in support of the *Chesapeake 2000 Agreement*, past Chesapeake Bay Agreements and Executive Council Directives. The goal is to solicit proposals which further the protection and restoration of living resources, vital habitat and water quality, the promotion of sound land use practices and the engagement of individuals and communities throughout the Chesapeake Bay watershed.

Multi Year Activities

The intent of the EPA, CBPO is to provide grants/cooperative agreements for related activities that have been grouped together for effective delivery through a multi-year grant competition process. The multi-year RFP's that are issued will be competed and awarded for a period of up to five years. EPA intends to continue this approach since it balances the need for competition with the benefit of continuity. As of December 2000, EPA has awarded multi-year grants/cooperative agreements for Local Government support; Small Watershed; Public Outreach, Education and Communication; and Administrative, Technical and Scientific Support. In FY 2001, RFPs will be announced to support Data Management; and Monitoring activities.

If you are interested in receiving any of the above RFPs, please contact EPA CBPO at 1-800-YOUR BAY and request to be added to the mailing database. Your Project Officer can answer any questions you have regarding this competitive process.

GRANT AND COOPERATIVE AGREEMENT GUIDANCE

Authority

On November 7, 2000 the President signed the Estuaries and Clean Waters Act of 2000, which includes Title II-Chesapeake Bay Restoration (Attachment 1). This Act amends Section 117 of the Federal Water Pollution Control Act (Clean Water Act) and establishes new authorities for the Chesapeake Bay Program. These new legal authorities specify the type of work that can be performed with the funds appropriated for the Chesapeake Bay Program, the type of funding vehicles (e.g., assistance agreement) that can be used, and the type of organizations eligible to receive funding. The purpose of these amended authorities are: (l) to expand and strengthen cooperative efforts to restore and protect the Chesapeake Bay; and (2) to achieve the goals established in the Chesapeake Bay Agreement. The term "Chesapeake Bay Agreement" means the formal, voluntary agreements signed by the Chesapeake Executive Council and executed to achieve the goal of restoring and protecting the Chesapeake Bay ecosystem (e.g., the *1987 Chesapeake Bay Agreement*, *Chesapeake 2000 agreement*, various Executive Council directives, etc.). This Section also establishes a Small Watershed Grants Program in the Chesapeake Bay Program Office.

The Small Watershed Grants Program provides small grants to organizations working on a local level to protect and improve watersheds in the Chesapeake Bay basin, while building citizen-based resource stewardship. The purpose of the grants program is to demonstrate effective techniques and partnership-building to achieve Chesapeake Bay Program objectives at the small watershed scale. The Small Watershed Grants Program has been designed to encourage the sharing of innovative ideas among the many organizations wishing to be involved in watershed protection activities.

Section 117(e) authorizes EPA to award grants to signatory jurisdictions, specifically for Implementation and Monitoring Grants. The Implementation Grants are for the purpose of implementing the management mechanisms established under the Chesapeake Bay Agreement, such as ongoing state programs for control and abatement of nonpoint source pollution (including atmospheric deposition as a nonpoint source). The Monitoring Grants are for the purpose of monitoring the Chesapeake Bay ecosystem. These grants can be awarded non-competitively to any State or the District of Columbia that has or will have signed the Chesapeake Bay Agreement.

All other Technical Assistance and Assistance Grants under Section 117(d) will be awarded competitively to nonprofit organizations, State and local governments, colleges, universities, and interstate agencies to implement the goals of the Chesapeake Bay Agreements; such as activities to support living resource protection and restoration; vital habitat protection and restoration; water quality protection and restoration; sound land use; and stewardship and community engagement.

Application Requirements

A complete grant or cooperative agreement application must be submitted to the Grants and Audit Management(3PM71), U.S. EPA Region III, 1650 Arch Street, Philadelphia, PA 19103-2029 with a copy to the Project Officer. For new awards, the application must be submitted for review at least 90 days before the proposed start date and 60 days before the proposed start date for continuation awards or amendments. An electronic version of the application can be found on the Internet at http://www.epa.gov/ogd/grants.htm Office of Management & Budget Circulars may be found at http://whitehouse.gov/OMB/circulars_ A complete application must include the following components to be considered for review:

1. Transmittal letter signed by the applicant
2. Standard Form (SF) 424 - with Intergovernmental Review (Executive Order 12372 Process) documented by date and original signature of authorized representative
3. SF 424A
4. Budget Detail
5. SF 424B
6. A fully descriptive work plan (see Attachment 3):
7. Quality assurance project plan(s) - if required
8. Current indirect cost agreement - must use lower indirect cost rate if staff are on-site
9. Certification Regarding Lobbying
10. SF 222 (Disclosure of Lobbying Activities)
11. EPA Form 5700-49 Debarment/Suspension Certification
12. EPA Form 4700-4 Preaward Compliance Review Report
13. Comprehensive chart listing all deliverables and respective due dates for each project (see Attachment 4).

Any incomplete application may delay processing. Grant awards or amendments for additional funding will not be approved by EPA until all deliverables from previous or current grants are completed, unless a specific written agreement to complete all previous overdue deliverables has been approved by the Project Officer prior to the proposed award date.

Work Plan

The work plan is the narrative portion of the assistance agreement application. For all proposals competed through the Chesapeake Bay Program's annual request for proposals, the work plan should include original proposal language and format (unless there are changes to the scope agreed to by the Project Officer and the grantee, in writing). The elements from the original proposal that are required to be in the Work Plan include the abstract, the title, detailed description of the project, deliverables and schedule, detailed budget justification, and measures of success (Attachment 3). If an assistance agreement application contains more than one competed proposal, an introductory paragraph should describe the overall strategy your organization has developed for completing all of the tasks. Additionally, each proposal should be assigned a task number, and each deliverable should be included in the summary deliverables chart (see Attachment 4).

For any proposals associated with the multi-year grants (e.g., local government, small watershed, communications, etc.) the Work Plan should provide information on the connection between each proposed project and the Chesapeake Bay Program goals and objectives set forth in the Chesapeake Bay Agreement. The Work Plan should contain an introduction that includes a background of your organization and historical perspective, if any, of work contributing to the restoration of the Chesapeake Bay. The Work Plan must include objectives, methods, approaches, and anticipated results of each project or task. Each task must include deliverables (including a schedule for completion of those deliverables), a detailed budget justification, and measures of success (i.e., how will you determine whether the project is successful?).

For habitat restoration grants, in addition to the Work Plan requirements listed above, the Chesapeake Bay Program's Living Resource Subcommittee has developed a computerized habitat restoration to track data for projects funded through the Program. All habitat restoration project grant recipients are required to complete a data information form and submit it with their application. This form is included as Attachment 5.

Specific Work Plan Requirements for Implementation Grants

Because the Implementation Grant represents the major Federal financial commitment to the States and the District of Columbia to meet the objectives of the Chesapeake Bay Agreement, it is essential to understand how EPA funds will be used in the context of the overall state effort. Therefore, each Implementation Grant should include an introductory section of several pages which outlines the full program of the state to meet the goals of the Agreement, and indicates how it will be funded by the implementation grant or otherwise.

The work plan should focus on activities, events and outcomes that achieve the milestones and objectives contained in the strategies and include estimates of reductions in pollutant loads resulting from implementation of work plan projects, where appropriate. Additionally, this section must specifically address which of the overarching Bay Agreement goals are being addressed and the amount of funds being allocated to them.

If the work plan contains long term projects which exceed one grant cycle, additional information is necessary. The applicant must provide information on what will be accomplished during the current grant cycle, if the project is on track, the ultimate goal of the project and what has been completed in previous years. It is encouraged that progress on previous projects be provided in graph form, if applicable.

Each jurisdiction seeking funding through the Implementation Grant for nonpoint source related projects must describe how other state and federal nonpoint source programs are being integrated into and/or coordinated with the Chesapeake Bay Program efforts to accomplish Chesapeake Bay Program nutrient and sediment goals. This section must identify and explain the linkages among the full range of state and federal funded nonpoint source activities that contribute to the completion of the tributary strategy nutrient reduction efforts and their relationship to implementation funded projects. Examples of state and federal programs include, (1) Clean Water Act, Section 319, Section 104(b)(3), or 106, (2) State Revolving Funds, (3)

USDA EQIP and Conservation Reserve (CRP) Programs, (4) State Conservation Reserve Enhancement Program (CREP), and (5) Coastal Zone Management Act Amendments, Section 6217.

The Work Plan must include a narrative identifying all state and federal funding sources used to address nutrient related activities within the Chesapeake Bay Watershed, and the linkages between these funding sources and implementation grant funded projects.

It is assumed that the results achieving by coordinating Chesapeake Bay Program Implementation Grant activities with other available nonpoint source programs produces cost effective solutions that meet tributary strategy nutrient and sediment reduction goals and objectives. The expenditure of public funds requires the ability to justify continuation of the program through a periodic cost effectiveness evaluation. Currently, the accepted accounting measure for justifying fund expenditures uses nonpoint source BMP implementation, point source and other nutrient reduction activity information as input data for CBP Watershed Model (WSM) annual progress runs.

Annual progress reporting is a deliverable of this grant. Implementation Grant recipients must provide both point and nonpoint source progress data for the previous calendar year on or before the date established by the Tributary Strategy Workgroup and the Point Source Workgroup of the CBP Nutrient Subcommittee, but not later than July 15. All data will have been properly quality assured prior to submission to the CBPO. See Attachment 6 for data specifications and requirements.

The following represents the recommended timetable to follow for the submittal and award of the implementation grants for MD, PA, and VA in order to receive a July 1 award each calendar year

March 15th - Submit draft Work plan and budget detail to Project Officer.

April 20th - Receive comments back from Project Officer.

May 1st - Submit the final draft application to Grants & Audit Management Branch, Region III with a copy to the Project Officer.

June 1st - Signed final application with all comments addressed to the Grants & Audit Management Branch, Region III with a copy to the Project Officer.

July 1st - Notification of award by EPA.

The District of Columbia is utilizing the following timetable:

June 1st - Submit draft application to, Grants & Audit Management Branch, Region III with a copy to the Project Officer.

August 1st - Submit the final draft application to, Grants & Audit Management Branch, Region III with a copy to the Project Officer.

September 1st - Submit signed final application with all comments addressed the Grants & Audit Management Branch with a copy to the Project Officer.

October 1st - Notification of award by EPA.

If the time tables above are not adhered to, there is no guarantee of funding by the desired award notification date.

Specific Requirements for Monitoring Grants

Each eligible project must support approved CBP goals, commitments, directives, and/or strategies. The appropriate plan/strategy document for the mainstem monitoring grants is the Chesapeake Bay Basinwide Monitoring Strategy.

Project specific and comprehensive schedules that list the monitoring data submittals, semi-annual progress reports, milestones and technical reports for federally funded and state match activities must be included as part of the work plan. Because the monitoring grants involve the collection of environmental data, the Work Plan needs to also address the data submission and quality assurance requirements.

The following represents the recommended timetable to follow for the submittal and award of the monitoring grants for MD and VA in order to receive a July 1 award each calendar year.

April 1st - Submit draft application to Grants& Audit Management Branch, Region III with a copy to the Project Officer.

May 1st - Submit the final draft application to Grants & Audit Management Branch, Region III with a copy to the Project Officer.

June 1st - Signed final application with all comments addressed submitted Grants & Audit Management Branch, Region III with a copy to the Project Officer.

July 1st - Notification of award by EPA.

Quality Assurance

All grants and cooperative agreements that involve the collection and/or use of environmental data must provide documentation of the recipient's quality assurance policies and practices (Quality Management Plan) as well as the detailed quality assurance and quality control procedures and specifications (Quality Assurance Project Plan). Environmental data is defined as direct measurements of environmental conditions or releases, such as sample

collection and analysis. Environmental data also includes data collected from secondary sources of information, such as computer databases, computer models, literature files and historical databases. This data may be used for a variety of purposes, ranging from characterization of ecological effects to performance of environmental technology. The recipient must work with the Project Officer in advance of submission of an application to determine the need for development and schedule for submission of a Quality Management Plan and Quality Assurance Project Plans.

Quality Management Plan

In accordance with federal requirements (40 CFR 30.54 and 31.45), the recipient must develop and implement quality assurance policies and practices that are sufficient to produce data of adequate quality to meet program objectives. These policies and practices must be documented in a Quality Management Plan. The Quality Management Plan should be prepared in accordance with the EPA requirements. Responsibilities for development of Quality Management Plans, specific guidance and requirements for their development, and schedules for their submission, review and approval are described in more detail in Attachment 7.

Quality Assurance Project Plan

When the recipient is performing the environmental data collection activity, such as direct measurements, data collection from other sources, or data compilation from computerized data bases and information systems, a Quality Assurance Project Plan must be submitted to the Project Officer along with the draft application or listed as a deliverable to be received at least 30 days prior to the initiation of each data collection or data compilation activity. When the recipient is delegating the responsibility for an environmental data collection activity, such as direct measurements, data collection from other sources, or data compilation from computerized data bases and information systems to another organization, a Quality Assurance Project Plan shall be submitted in accordance with the requirements found in the recipient's EPA-approved Quality Management Plan. Responsibilities for development of Quality Assurance Project Plan, specific guidance and requirements for their development, schedules for their submission, review and approval are described in more detail in Attachment 7.

Deliverables

A comprehensive schedule for submittal of quarterly progress reports, milestones, quality management plans, quality assurance project plans, data, information, and document deliverable submissions, and final reports is required with the application. The recipient agrees to deliver to EPA all products by the dates outlined in the work plan accompanying the application, following the procedures described in the work plan and the most recent approved version of the applicable quality assurance project plans. The recipient will deliver to EPA all deliverables resulting from all programs (federally funded and non-federal match) described within the work plan.

Deliverables that are videos or printed material meant for the public, such as brochures, fact sheets, or publications, should have the CBP logo and a short narrative statement stating that the publication was funded in part through a grant/cooperative agreement from the EPA CBPO. These items, once finalized, are to be a deliverable within the Work Plan.

Deliverables will be submitted in an electronic format. In select cases when electronic submission of a deliverable is not possible, the recipient and the Project Officer will determine in advance and clearly document in the final Work Plan the exact format for submission of the deliverables. Electronic deliverables can include reports, graphics, spreadsheets, imagery, data files, audio, and digital video products. More detailed guidance regarding formats for submission of electronic deliverables is provided in Attachment 8.

All data and information generated through the funds awarded by the U.S. EPA whether direct CBP funding or indirect cost sharing, is public information and shall be made available to the public, unless there is a grant/cooperative agreement condition that specifies otherwise.

Progress and Final Report Deliverables

Quarterly, semi-annual and final reports are document deliverables that must be included in each Work Plan. These reports must document the progress made in achieving individual milestones of project work plans as presented in the application. These reports will address compliance with assistance agreement conditions, the progress of all the milestones or deliverables agreed to in the application, and will assess the quality of the data (determine if the data have met or exceeded the level of quality specified for the needs of the project). These reports should also describe accomplishments and difficulties encountered for each activity, and any changes in expected milestones or delivery dates. The final report will be a compilation of the quarterly and semi-annual reports and provide a summary of all completed projects. If there is more than one project included in the same assistance agreement award, the final report should provide the dates in which the final report for each of the projects was submitted.

Data/Information and Document Deliverables

The Chesapeake Bay Program has adopted a series of guidelines and policies addressing the management and submission of data, information, and documents. If agreed upon by recipient and Project Officer, electronic versions of document deliverables must be submitted on IBM-PC compatible disks or tapes in a PDF file format so that all documents can be made directly accessible by CBP partners, stakeholders, and the general public through the CBP or partner web sites. Images for web publication should be submitted in the preferred GIF or JPEG format. All electronic deliverables must have companion metadata entered in the COMET system (www.chesapeakebay.net/comet). For additional electronic document deliverable requirements, please refer to Attachment 8. As part of each work plan, the recipient must describe the data and information management procedures that they will follow which ensure the quality and timely electronic delivery of the data and information being developed or processed. Specifically, the work plan must include how the recipient will adhere to the Chesapeake Bay Program data/information management guidelines and policies described in more detail in

Attachment 8. Specific guidelines addressing the submission of point and nonpoint source and toxics data are also described in Attachments 6 and 9. respectively.

Financial

Cost Share Requirements

As stated previously, the Chesapeake Bay Program is funded under the Clean Water Act, Section 117. State and Local Governments receiving assistance under any of the provisions of Section 117 must comply with 40 CFR 31.24 and all other applicants must comply with 40 CFR 30.23. EPA requires assurances that cost share funds are being spent for activities such as staff working on bay related projects, or other projects in direct support of the Chesapeake Bay Agreements. Cost share sources must be from non-federal sources. In-kind services, such as volunteer hours can be used in lieu of a cash match. The rates associated with these volunteer hours must be similar to those of related work efforts and be approved by your Project Officer.

State agencies applying for implementation and monitoring grants must identify 50 percent cost share of total project costs (equal match/dollar for dollar). Applicants applying for small watershed grants must commit to a cost share of 25% of the total project cost. All other applicants applying for grants under Section 117 must commit to a cost share of 5% of the total project cost. EPA will seek assurances that the flow of project funds will not be impeded by loss of personnel or services during the course of the project period. Further, EPA may seek assurances that the economic conditions of landowners targeted for participation in the program will continue to make incentives, inherent in the programs structure, a feasible means of implementing it.

Applicants applying for small watershed grants must commit to a cost share of 25% of the total project cost. This cost share must conform to 40 CFR 30.23 or 32.24.

In addition to the cost share requirement, recipients must adhere to the requirement in the Clean Water Act, Section 117 - "Administrative Costs". This sections requires a 10 percent cap for administrative costs. The cost of salaries and fringe benefits incurred in administering the grant cannot exceed 10% of the Federal grant amount. Recipients are required to submit a completed Administrative Cap Worksheet with their application. Attachment 10.

EPA In-Kind

EPA in-kind is the dollar value associated with providing space, supplies, etc. for grantees located on-site at EPA. If your grant/cooperative agreement supports staff who are housed at the EPA CBPO, the project budget within their application must include the cost to house the employee(s) at the EPA office. When calculating the cost share requirements, the total value that would be cost-shared is the EPA in-kind and the federal share combined. Contact your Project Officer to obtain the EPA in-Kind dollar amount.

Financial Status Report (FSR)

A FSR (SF 269 or 269A) is required 90 days after the close of the budget period. If the budget period is longer than one year, interim FSRs are required at the end of each year. Cost share ratios stated in the application and budget must be included in the final FSR.

Conclusion

As you tackle the challenges of applying for assistance agreements (grants/cooperative agreements) through the Federal Government, we encourage you to call your project officer for assistance. Projects officers are here to help you provide the best possible application. The ultimate goal is to support the restoration of the Chesapeake Bay.

Attachments:

1 - *Chesapeake 2000* Agreement
2 - Clean Water Act , Section 117
3 - Sample Work Plan
4 - Sample Comprehensive Deliverable Chart
5 - Habitat Restoration Tracking Data Form
6 - CBP Point Source & Non Point Source Data Submission Specifications and Requirements
7 - CBP Quality Assurance Guidelines and Requirements
8 - CBP Guidance and Policies for Data/Information Deliverables Submission
9 - CBP Toxics Data Submission Specifications and Requirements
10 - Administrative Costs Worksheet

Chesapeake Bay Program
A Watershed Partnership

CHESAPEAKE 2000

PREAMBLE

The Chesapeake Bay is North America's largest and most biologically diverse estuary, home to more than 3,600 species of plants, fish and animals. For more than 300 years, the Bay and its tributaries have sustained the region's economy and defined its traditions and culture. It is a resource of extraordinary productivity, worthy of the highest levels of protection and restoration.

Accordingly, in 1983 and 1987, the states of Virginia, Maryland, Pennsylvania, the District of Columbia, the Chesapeake Bay Commission and the U.S. Environmental Protection Agency, representing the federal government, signed historic agreements that established the Chesapeake Bay Program partnership to protect and restore the Chesapeake Bay's ecosystem.

For almost two decades, we, the signatories to these agreements, have worked together as stewards to ensure the public's right to clean water and a healthy and productive resource. We have sought to protect the health of the public that uses the Bay and consumes its bounty. The initiatives we have pursued have been deliberate and have produced significant results in the health and productivity of the Bay's main stem, the tributaries, and the natural land and water ecosystems that compose the Chesapeake Bay watershed.

While the individual and collective accomplishments of our efforts have been significant, even greater effort will be required to address the enormous challenges that lie ahead. Increased population and development within the watershed have created ever-greater challenges for us in the Bay's restoration. These challenges are further complicated by the dynamic nature of the Bay and the ever-changing global ecosystem with which it interacts.

In order to achieve our existing goals and meet the challenges that lie ahead, we must reaffirm our partnership and recommit to fulfilling the public responsibility we undertook almost two decades ago. We must manage for the future. We must have a vision for our desired destiny and put programs into place that will secure it.

To do this, there can be no greater goal in this recommitment than to engage everyone — individuals, businesses, schools and universities, communities and governments — in our effort. We must encourage all citizens of the Chesapeake Bay watershed to work toward a shared vision — a system with abundant, diverse populations of living resources, fed by healthy streams and rivers, sustaining strong local and regional economies, and our unique quality of life.

In affirming our recommitment through this new *Chesapeake 2000*, we recognize the importance of viewing this document in its entirety with no single part taken in isolation of the others. This Agreement reflects the Bay's complexity in that each action we take, like the elements of the Bay itself, is connected to all the others. This Agreement responds to the problems facing this magnificent ecosystem in a comprehensive, multifaceted way.

BY THIS AGREEMENT, we commit ourselves to nurture and sustain a Chesapeake Bay Watershed Partnership and to achieve the goals set forth in the subsequent sections. Without such a partnership, future challenges will not be met. With it, the restoration and protection of the Chesapeake Bay will be ensured for generations to come.

We commit to:

LIVING RESOURCE PROTECTION AND RESTORATION

The health and vitality of the Chesapeake Bay's living resources provide the ultimate indicator of our success in the restoration and protection effort. The Bay's fisheries and the other living resources that sustain them and provide habitat for them are central to the initiatives we undertake in this Agreement.

We recognize the interconnectedness of the Bay's living resources and the importance of protecting the entire natural system. Therefore, we commit to identify the essential elements of habitat and environmental quality necessary to support the living resources of the Bay. In protecting commercially valuable species, we will manage harvest levels with precaution to maintain their health and stability and protect the ecosystem as a whole. We will restore passage for migratory fish and work to ensure that suitable water quality conditions exist in the upstream spawning habitats upon which they depend.

Our actions must be conducted in an integrated and coordinated manner. They must be continually monitored, evaluated and revised to adjust to the dynamic nature and complexities of the Chesapeake Bay and changes in global ecosystems. To advance this ecosystem approach, we will broaden our management perspective from single-system to ecosystem functions and will expand our protection efforts by shifting from single-species to multi-species management. We will also undertake efforts to determine how future conditions and changes in the chemical, physical and biological attributes of the Bay will affect living resources over time.

GOAL

Restore, enhance and protect the finfish, shellfish and other living resources, their habitats and ecological relationships to sustain all fisheries and provide for a balanced ecosystem.

Oysters

- By 2010, achieve, at a minimum, a tenfold increase in native oysters in the Chesapeake Bay, based upon a 1994 baseline. By 2002, develop and implement a strategy to achieve this increase by using sanctuaries sufficient in size and distribution, aquaculture, continued disease research and disease-resistant management strategies, and other management approaches.

Exotic Species

- In 2000, establish a Chesapeake Bay Program Task Force to:
  1. Work cooperatively with the U.S. Coast Guard, the ports, the shipping industry, environmental interests and others at the national level to help establish and implement a national program designed to substantially reduce and, where possible, eliminate the introduction of non-native species carried in ballast water; and
  2. By 2002, develop and implement an interim voluntary ballast water management program for the waters of the Bay and its tributaries.

- By 2001, identify and rank non-native, invasive aquatic and terrestrial species which are causing or have the potential to cause significant negative impacts to the Bay's aquatic ecosystem. By 2003, develop and implement management plans for those species deemed problematic to the restoration and integrity of the Bay's ecosystem.

Fish Passage and Migratory and Resident Fish

- By June 2002, identify the final initiatives necessary to achieve our existing goal of restoring fish passage for migratory fish to more than 1,357 miles of currently blocked river habitat by 2003 and establish a monitoring program to assess outcomes.
- By 2002, set a new goal with implementation schedules for additional migratory and resident fish passages that addresses the removal of physical blockages. In addition, the goal will address the removal of chemical blockages caused by acid mine drainage. Projects should be selected for maximum habitat and stock benefit.
- By 2002, assess trends in populations for priority migratory fish species. Determine tributary-specific target population sizes based upon projected fish passage, and current and projected habitat available, and provide recommendations to achieve those targets.
- By 2003, revise fish management plans to include strategies to achieve target population sizes of tributary-specific migratory fish.

Multi-species Management

- By 2004, assess the effects of different population levels of filter feeders such as menhaden, oysters and clams on Bay water quality and habitat.
- By 2005, develop ecosystem-based multi-species management plans for targeted species.
- By 2007, revise and implement existing fisheries management plans to incorporate ecological, social and economic considerations, multi-species fisheries management and ecosystem approaches.

Crabs

- By 2001, establish harvest targets for the blue crab fishery and begin implementing complementary state fisheries management strategies Baywide. Manage the blue crab fishery to restore a healthy spawning biomass, size and age structure.

VITAL HABITAT PROTECTION AND RESTORATION

The Chesapeake Bay's natural infrastructure is an intricate system of terrestrial and aquatic habitats, linked to the landscapes and the environmental quality of the watershed. It is composed of the thousands of miles of river and stream habitat that interconnect the land, water, living resources and human communities of the Bay watershed. These vital habitats–including open water, underwater grasses, marshes, wetlands, streams and forests–support living resource abundance by providing key food and habitat for a variety of species. Submerged aquatic vegetation reduces shoreline erosion while forests and wetlands protect water quality by naturally processing the pollutants before they enter the water. Long-term protection of this natural infrastructure is essential.

In managing the Bay ecosystem as a whole, we recognize the need to focus on the individuality of each river, stream and creek, and to secure their protection in concert with the communities and individuals that reside within these small watersheds. We also recognize that we must continue to refine and share information regarding the importance of these vital habitats to the Bay's fish, shellfish and waterfowl. Our efforts to preserve the integrity of this natural infrastructure will protect the Bay's waters and living resources and will ensure the viability of human economies and communities that are dependent upon those resources for sustenance, reverence and posterity.

GOAL

Preserve, protect and restore those habitats and natural areas that are vital to the survival and diversity of the living resources of the Bay and its rivers.

Submerged Aquatic Vegetation

- Recommit to the existing goal of protecting and restoring 114,000 acres of submerged aquatic vegetation (SAV).
- By 2002, revise SAV restoration goals and strategies to reflect historic abundance, measured as acreage and density from the 1930s to the present. The revised goals will include specific levels of water clarity which are to be met in 2010. Strategies to achieve these goals will address water clarity, water quality and bottom disturbance.
- By 2002, implement a strategy to accelerate protection and restoration of SAV beds in areas of critical importance to the Bay's living resources.

Watersheds

- By 2010, work with local governments, community groups and watershed organizations to develop and implement locally supported watershed management plans in two-thirds of the Bay watershed covered by this Agreement. These plans would address the protection, conservation and restoration of stream corridors, riparian forest buffers and wetlands for the purposes of improving habitat and water quality, with collateral benefits for optimizing stream flow and water supply.
- By 2001, each jurisdiction will develop guidelines to ensure the aquatic health of stream corridors. Guidelines should consider optimal surface and groundwater flows.
- By 2002, each jurisdiction will work with local governments and communities that have watershed management plans to select pilot projects that promote stream corridor protection and restoration.
- By 2003, include in the "State of the Bay Report," and make available to the public, local governments and others, information concerning the aquatic health of stream corridors based on adopted regional guidelines.
- By 2004, each jurisdiction, working with local governments, community groups and watershed organizations, will develop stream corridor restoration goals based on local watershed management planning.

Wetlands

- Achieve a no-net loss of existing wetlands acreage and function in the signatories' regulatory programs.
- By 2010, achieve a net resource gain by restoring 25,000 acres of tidal and non-tidal wetlands. To do this, we commit to achieve and maintain an average restoration rate of 2,500 acres per year basin wide by 2005 and beyond. We will evaluate our success in 2005.
- Provide information and assistance to local governments and community groups for the development and implementation of wetlands preservation plans as a component of a locally based integrated watershed management plan. Establish a goal of implementing the wetlands plan component in 25 percent of the land area of each state's Bay watershed by 2010. The plans would preserve key wetlands while addressing surrounding land use so as to preserve wetland functions.
- Evaluate the potential impact of climate change on the Chesapeake Bay watershed, particularly with respect to its wetlands, and consider potential management options.

Forests

- By 2002, ensure that measures are in place to meet our riparian forest buffer restoration goal of 2,010 miles by 2010. By 2003, establish a new goal to expand buffer mileage.
- Conserve existing forests along all streams and shorelines.
- Promote the expansion and connection of contiguous forests through conservation easements, greenways, purchase and other land conservation mechanisms.

WATER QUALITY PROTECTION AND RESTORATION

Improving water quality is the most critical element in the overall protection and restoration of the Chesapeake Bay and its tributaries. In 1987, we committed to achieving a 40 percent reduction in controllable nutrient loads to the Bay. In 1992, we committed to tributary-specific reduction strategies to achieve this reduction and agreed to stay at or below these nutrient loads once attained. We have made measurable reductions in pollution loading despite continuing growth and development. Still, we must do more.

Recent actions taken under the Clean Water Act resulted in listing portions of the Chesapeake Bay and its tidal rivers as "impaired waters." These actions have emphasized the regulatory framework of the Act along with the ongoing cooperative efforts of the Chesapeake Bay Program as the means to address the nutrient enrichment problems within the Bay and its rivers. In response, we have developed, and are implementing, a process for integrating the cooperative and statutory programs of the Chesapeake Bay and its tributaries. We have agreed to the goal of improving water quality in the Bay and its tributaries so that these waters may be removed from the impaired waters list prior to the time when regulatory mechanisms under Section 303(d) of the Clean Water Act would be applied.

We commit to achieve and maintain water quality conditions necessary to support living resources throughout the Chesapeake Bay ecosystem. Where we have failed to achieve established water quality goals, we will take actions necessary to reach and maintain those goals. We will make pollution prevention a central theme in the protection of water quality. And we will take actions that protect freshwater flow regimes for riverine and estuarine habitats. In pursuing the restoration of vital habitats throughout

the watershed, we will continue efforts to improve water clarity in order to meet light requirements necessary to support SAV. We will expand our efforts to reduce sediments and airborne pollution, and ensure that the Bay is free from toxic effects on living resources and human health. We will continue our cooperative intergovernmental approach to achieve and maintain water quality goals through cost-effective and equitable means within the framework of federal and state law. We will evaluate the potential impacts of emerging issues, including, among others, airborne ammonia and nonpoint sources of chemical contaminants. Finally, we will continue to monitor water quality conditions and adjust our strategies accordingly.

GOAL

Achieve and maintain the water quality necessary to support the aquatic living resources of the Bay and its tributaries and to protect human health.

Nutrients and Sediments

- Continue efforts to achieve and maintain the 40 percent nutrient reduction goal agreed to in 1987, as well as the goals being adopted for the tributaries south of the Potomac River.
- By 2010, correct the nutrient- and sediment-related problems in the Chesapeake Bay and its tidal tributaries sufficiently to remove the Bay and the tidal portions of its tributaries from the list of impaired waters under the Clean Water Act. In order to achieve this:

    1. By 2001, define the water quality conditions necessary to protect aquatic living resources and then assign load reductions for nitrogen and phosphorus to each major tributary;

    2. Using a process parallel to that established for nutrients, determine the sediment load reductions necessary to achieve the water quality conditions that protect aquatic living resources, and assign load reductions for sediment to each major tributary by 2001;

    3. By 2002, complete a public process to develop and begin implementation of revised Tributary Strategies to achieve and maintain the assigned loading goals;

    4. By 2003, the jurisdictions with tidal waters will use their best efforts to adopt new or revised water quality standards consistent with the defined water quality conditions. Once adopted by the jurisdictions, the Environmental Protection Agency will work expeditiously to review the new or revised standards, which will then be used as the basis for removing the Bay and its tidal rivers from the list of impaired waters; and

    5. By 2003, work with the Susquehanna River Basin Commission and others to adopt and begin implementing strategies that prevent the loss of the sediment retention capabilities of the lower Susquehanna River dams.

Chemical Contaminants

- We commit to fulfilling the 1994 goal of a Chesapeake Bay free of toxics by reducing or eliminating the input of chemical contaminants from all controllable sources to levels that result in no toxic or bioaccumulative impact on the living resources that inhabit the Bay or on human health.
- By Fall of 2000, reevaluate and revise, as necessary, the "Chesapeake Bay Basinwide Toxics Reduction and Prevention Strategy" focusing on:

    1. Complementing state and federal regulatory programs to go beyond traditional point source controls, including nonpoint sources such as groundwater discharge and atmospheric deposition, by using a watershed-based approach; and

    2. Understanding the effects and impacts of chemical contaminants to increase the effectiveness of management actions.

- Through continual improvement of pollution prevention measures and other voluntary means, strive for zero release of chemical contaminants from point sources, including air sources. Particular emphasis shall be placed on achieving, by 2010, elimination of mixing zones for persistent or bioaccumulative toxics.
- Reduce the potential risk of pesticides to the Bay by targeting education, outreach and implementation of Integrated Pest Management and specific Best Management Practices on those lands that have higher potential for contributing pesticide loads to the Bay.

Priority Urban Waters

- Support the restoration of the Anacostia River, Baltimore Harbor, and Elizabeth River and their watersheds as models for urban river restoration in the Bay basin.
- By 2010, the District of Columbia, working with its watershed partners, will reduce pollution loads to the Anacostia River in order to eliminate public health concerns and achieve the living resource, water quality and habitat goals of this and past Agreements.

Air Pollution

- By 2003, assess the effects of airborne nitrogen compounds and chemical contaminants on the Bay ecosystem and help establish reduction goals for these contaminants.

Boat Discharge

- By 2003, establish appropriate areas within the Chesapeake Bay and its tributaries as "no discharge zones" for human waste from boats. By 2010, expand by 50 percent the number and availability of waste pump-out facilities.
- By 2006, reassess our progress in reducing the impact of boat waste on the Bay and its tributaries. This assessment will include evaluating the benefits of further expanding no discharge zones, as well as increasing the number of pump-out facilities.

SOUND LAND USE

In 1987, the signatories agreed that "there is a clear correlation between population growth and associated development and environmental degradation in the Chesapeake Bay system." This Agreement reaffirms that concept and recognizes that more must be done.

An additional three million people are expected to settle in the watershed by 2020. This growth could potentially eclipse the nutrient reduction and habitat protection gains of the past. Therefore it is critical that we consider our approaches to land use in order to ensure progress in protecting the Bay and its local watersheds.

Enhancing, or even maintaining, the quality of the Bay while accommodating growth will frequently involve difficult choices. It will require a renewed commitment to appropriate development standards. The signatories will assert the full measure of their authority to limit and mitigate the potential adverse effects of continued growth; each however, will pursue this objective within the framework of its own historic, existing or future land use practices or processes. Local jurisdictions have been delegated authority over many decisions regarding growth and development which have both direct and indirect effects on the Chesapeake Bay system and its living resources. The role of local governments in the Bay's restoration and protection effort will be given proper recognition and support through state and federal resources. States will also engage in active partnerships with local governments in managing growth and development in ways that support the following goal.

We acknowledge that future development will be sustainable only if we protect our natural and rural resource land, limit impervious surfaces and concentrate new growth in existing population centers or suitable areas served by appropriate infrastructure. We will work to integrate environmental, community and economic goals by promoting more environmentally sensitive forms of development. We will also strive to coordinate land-use, transportation, water and sewer and other infrastructure planning so that funding and policies at all levels of government do not contribute to poorly planned growth and development or degrade local water quality and habitat. We will advance these policies by creating partnerships with local governments to protect our communities and to discharge our duties as trustees in the stewardship of the Chesapeake Bay. Finally, we will report every two years on our progress in achieving our commitments to promote sound land use.

GOAL

Develop, promote and achieve sound land use practices
which protect and restore watershed resources and water quality,
maintain reduced pollutant loadings for the Bay and its tributaries,
and restore and preserve aquatic living resources.

Land Conservation

- By 2001, complete an assessment of the Bay's resource lands including forests and farms, emphasizing their role in the protection of water quality and critical habitats, as well as cultural and economic viability.
- Provide financial assistance or new revenue sources to expand the use of voluntary and market-based mechanisms such as easements, purchase or transfer of development rights and other approaches to protect and preserve natural resource lands.
- Strengthen programs for land acquisition and preservation within each state that are supported by funding and target the most valued lands for protection. Permanently preserve from development 20 percent of the land area in the watershed by 2010.

- Provide technical and financial assistance to local governments to plan for or revise plans, ordinances and subdivision regulations to provide for the conservation and sustainable use of the forest and agricultural lands.
- In cooperation with local governments, develop and maintain in each jurisdiction a strong GIS system to track the preservation of resource lands and support the implementation of sound land use practices.

Development, Redevelopment and Revitalization

- By 2012, reduce the rate of harmful sprawl development of forest and agricultural land in the Chesapeake Bay watershed by 30 percent measured as an average over five years from the baseline of 1992-1997, with measures and progress reported regularly to the Chesapeake Executive Council.
- By 2005, in cooperation with local government, identify and remove state and local impediments to low impact development designs to encourage the use of such approaches and minimize water quality impacts.
- Work with communities and local governments to encourage sound land use planning and practices that address the impacts of growth, development and transportation on the watershed.
- By 2002, review tax policies to identify elements which discourage sustainable development practices or encourage undesirable growth patterns. Promote the modification of such policies and the creation of tax incentives which promote the conservation of resource lands and encourage investments consistent with sound growth management principles.
- The jurisdictions will promote redevelopment and remove barriers to investment in underutilized urban, suburban and rural communities by working with localities and development interests.
- By 2002, develop analytical tools that will allow local governments and communities to conduct watershed-based assessment of the impacts of growth, development and transportation decisions.
- By 2002, compile information and guidelines to assist local governments and communities to promote ecologically-based designs in order to limit impervious cover in undeveloped and moderately developed watersheds and reduce the impact of impervious cover in highly developed watersheds.
- Provide information to the development community and others so they may champion the application of sound land use practices.
- By 2003, work with local governments and communities to develop land-use management and water resource protection approaches that encourage the concentration of new residential development in areas supported by adequate water resources and infrastructure to minimize impacts on water quality.
- By 2004, the jurisdictions will evaluate local implementation of stormwater, erosion control and other locally-implemented water quality protection programs that affect the Bay system and ensure that these programs are being coordinated and applied effectively in order to minimize the impacts of development.
- Working with local governments and others, develop and promote wastewater treatment options, such as nutrient reducing septic systems, which protect public health and minimize impacts to the Bay's resources.
- Strengthen brownfield redevelopment. By 2010, rehabilitate and restore 1,050 brownfield sites to productive use.
- Working with local governments, encourage the development and implementation of emerging urban storm water retrofit practices to improve their water quantity and quality function.

Transportation

- By 2002, the signatory jurisdictions will promote coordination of transportation and land use planning to encourage compact, mixed use development patterns, revitalization in existing communities and transportation strategies that minimize adverse effects on the Bay and its tributaries.
- By 2002, each state will coordinate its transportation policies and programs to reduce the dependence on automobiles by incorporating travel alternatives such as telework, pedestrian, bicycle and transit options, as appropriate, in the design of projects so as to increase the availability of alternative modes of travel as measured by increased use of those alternatives.
- Consider the provisions of the federal transportation statutes for opportunities to purchase easements to preserve resource lands adjacent to rights of way and special efforts for stormwater management on both new and rehabilitation projects.
- Establish policies and incentives which encourage the use of clean vehicle and other transportation technologies that reduce emissions.

Public Access

- By 2010, expand by 30 percent the system of public access points to the Bay, its tributaries and related resource sites in an environmentally sensitive manner by working with state and federal agencies, local governments and stakeholder organizations.
- By 2005, increase the number of designated water trails in the Chesapeake Bay region by 500 miles.
- Enhance interpretation materials that promote stewardship at natural, recreational, historical and cultural public access points within the Chesapeake Bay watershed.
- By 2003, develop partnerships with at least 30 sites to enhance place-based interpretation of Bay-related resources and themes and stimulate volunteer involvement in resource restoration and conservation.

STEWARDSHIP AND COMMUNITY ENGAGEMENT

The Chesapeake Bay is dependent upon the actions of every citizen in the watershed, both today and in the future. We recognize that the cumulative benefit derived from community-based watershed programs is essential for continued progress toward a healthier Chesapeake Bay. Therefore, we commit ourselves to engage our citizens by promoting a broad conservation ethic throughout the fabric of community life, and foster within all citizens a deeper understanding of their roles as trustees of their own local environments. Through their actions, each individual can contribute to the health and well-being of their neighborhood streams, rivers and the land that surrounds them, not only as ecological stewards of the Bay but also as members of watershed-wide communities. By focusing individuals on local resources, we will advance Baywide restoration as well.

We recognize that the future of the Bay also depends on the actions of generations to follow. Therefore, we commit to provide opportunities for cooperative learning and action so that communities can promote local environmental quality for the benefit and enjoyment of residents and visitors. We will assist communities throughout the watershed in improving quality of life, thereby strengthening local

economies and connecting individuals to the Bay through their shared sense of responsibility. We will seek to increase the financial and human resources available to localities to meet the challenges of restoring the Chesapeake Bay.

GOAL

Promote individual stewardship and assist individuals, community-based organizations, businesses, local governments and schools to undertake initiatives to achieve the goals and commitments of this agreement.

Education and Outreach

- Make education and outreach a priority in order to achieve public awareness and personal involvement on behalf of the Bay and local watersheds.
- Provide information to enhance the ability of citizen and community groups to participate in Bay restoration activities on their property and in their local watershed.
- Expand the use of new communications technologies to provide a comprehensive and interactive source of information on the Chesapeake Bay and its watershed for use by public and technical audiences. By 2001, develop and maintain a web-based clearing house of this information specifically for use by educators.
- Beginning with the class of 2005, provide a meaningful Bay or stream outdoor experience for every school student in the watershed before graduation from high school.
- Continue to forge partnerships with the Departments of Education and institutions of higher learning in each jurisdiction to integrate information about the Chesapeake Bay and its watershed into school curricula and university programs.
- Provide students and teachers alike with opportunities to directly participate in local restoration and protection projects, and to support stewardship efforts in schools and on school property.
- By 2002, expand citizen outreach efforts to more specifically include minority populations by, for example, highlighting cultural and historical ties to the Bay, and providing multi-cultural and multilingual educational materials on stewardship activities and Bay information.

Community Engagement

- Jurisdictions will work with local governments to identify small watersheds where community-based actions are essential to meeting Bay restoration goals—in particular wetlands, forested buffers, stream corridors and public access and work with local governments and community organizations to bring an appropriate range of Bay program resources to these communities.
- Enhance funding for locally-based programs that pursue restoration and protection projects that will assist in the achievement of the goals of this and past agreements.
- By 2001, develop and maintain a clearing house for information on local watershed restoration efforts, including financial and technical assistance.
- By 2002, each signatory jurisdiction will offer easily-accessible information suitable for analyzing environmental conditions at a small watershed scale.

- Strengthen the Chesapeake Bay Program's ability to incorporate local governments into the policy decision making process. By 2001, complete a reevaluation of the Local Government Participation Action Plan and make necessary changes in Bay program and jurisdictional functions based upon the reevaluation.
- Improve methods of communication with and among local governments on Bay issues and provide adequate opportunities for discussion of key issues.
- By 2001, identify community watershed organizations and partnerships. Assist in establishing new organizations and partnerships where interest exists. These partners will be important to successful watershed management efforts in distributing information to the public, and engaging the public in the Bay restoration and preservation effort.
- By 2005, identify specific actions to address the challenges of communities where historically poor water quality and environmental conditions have contributed to disproportional health, economic or social impacts.

Government by Example

- By 2002, each signatory will put in place processes to:
    1. Ensure that all properties owned, managed or leased by the signatories are developed, redeveloped and used in a manner consistent with all relevant goals, commitments and guidance of this Agreement.
    2. Ensure that the design and construction of signatory-funded development and redevelopment projects are consistent with all relevant goals, commitments and guidance of this Agreement.
- Expand the use of clean vehicle technologies and fuels on the basis of emission reductions, so that a significantly greater percentage of each signatory government's fleet of vehicles use some form of clean technology.
- By 2001, develop an Executive Council Directive to address stormwater management to control nutrient, sediment and chemical contaminant runoff from state, federal and District owned land.

Partnerships

- Strengthen partnerships with Delaware, New York and West Virginia by promoting communication and by seeking agreements on issues of mutual concern.
- Work with non-signatory Bay states to establish links with community-based organizations throughout the Bay watershed.

BY THIS AGREEMENT, we rededicate ourselves to the restoration and protection of the ecological integrity, productivity and beneficial uses of the Chesapeake Bay system. We reaffirm our commitment to previously-adopted Chesapeake Bay Agreements and their supporting policies. We agree to report annually to the citizens on the state of the Bay and consider any additional actions necessary.

DATE June 28, 2000

FOR THE COMMONWEALTH OF VIRGINIA

FOR THE STATE OF MARYLAND

FOR THE COMMONWEALTH OF PENNSYLVANIA

FOR THE DISTRICT OF COLUMBIA

FOR THE UNITED STATES OF AMERICA

FOR THE CHESAPEAKE BAY COMMISSION

TITLE II—CHESAPEAKE BAY RESTORATION

SEC. 201. SHORT TITLE.

This title may be cited as the "Chesapeake Bay Restoration Act of 2000".

SEC. 202. FINDINGS AND PURPOSES.

(a) FINDINGS.—Congress finds that—

(1) the Chesapeake Bay is a national treasure and a resource of worldwide significance;

(2) over many years, the productivity and water quality of the Chesapeake Bay and its watershed were diminished by pollution, excessive sedimentation, shoreline erosion, the impacts of population growth and development in the Chesapeake Bay watershed, and other factors;

(3) the Federal Government (acting through the Administrator of the Environmental Protection Agency), the Governor of the State of Maryland, the Governor of the Commonwealth of Virginia, the Governor of the Commonwealth of Pennsylvania, the Chairperson of the Chesapeake Bay Commission, and the mayor of the District of Columbia, as Chesapeake Bay Agreement signatories, have committed to a comprehensive cooperative program to achieve improved water quality and improvements in the productivity of living resources of the Bay;

(4) the cooperative program described in paragraph (3) serves as a national and international model for the management of estuaries; and

(5) there is a need to expand Federal support for monitoring, management, and restoration activities in the Chesapeake Bay and the tributaries of the Bay in order to meet and further the original and subsequent goals and commitments of the Chesapeake Bay Program.

(b) PURPOSES.—The purposes of this title are—

(1) to expand and strengthen cooperative efforts to restore and protect the Chesapeake Bay; and

(2) to achieve the goals established in the Chesapeake Bay Agreement.

SEC. 203. CHESAPEAKE BAY.

Section 117 of the Federal Water Pollution Control Act (33 U.S.C. 1267) is amended to read as follows:

"SEC. 117. CHESAPEAKE BAY.

"(a) DEFINITIONS.—In this section, the following definitions apply:

"(1) ADMINISTRATIVE COST.—The term 'administrative cost' means the cost of salaries and fringe benefits incurred in administering a grant under this section.

"(2) CHESAPEAKE BAY AGREEMENT.—The term 'Chesapeake Bay Agreement' means the formal, voluntary agreements executed to achieve the goal of restoring and protecting the Chesapeake Bay ecosystem and the living resources of the Chesapeake Bay ecosystem and signed by the Chesapeake Executive Council.

"(3) CHESAPEAKE BAY ECOSYSTEM.—The term 'Chesapeake Bay ecosystem' means the ecosystem of the Chesapeake Bay and its watershed.

"(4) CHESAPEAKE BAY PROGRAM.—The term 'Chesapeake Bay Program' means the program directed by the Chesapeake Executive Council in accordance with the Chesapeake Bay Agreement.

"(5) CHESAPEAKE EXECUTIVE COUNCIL.—The term 'Chesapeake Executive Council' means the signatories to the Chesapeake Bay Agreement.

"(6) SIGNATORY JURISDICTION.—The term 'signatory jurisdiction' means a jurisdiction of a signatory to the Chesapeake Bay Agreement.

"(b) CONTINUATION OF CHESAPEAKE BAY PROGRAM.—

"(1) IN GENERAL.—In cooperation with the Chesapeake Executive Council (and as a member of the Council), the Administrator shall continue the Chesapeake Bay Program.

"(2) PROGRAM OFFICE.—

"(A) IN GENERAL.—The Administrator shall maintain in the Environmental Protection Agency a Chesapeake Bay Program Office.

"(B) FUNCTION.—The Chesapeake Bay Program Office shall provide support to the Chesapeake Executive Council by—

"(i) implementing and coordinating science, research, modeling, support services, monitoring, data collection, and other activities that support the Chesapeake Bay Program;

"(ii) developing and making available, through publications, technical assistance, and other appropriate means, information pertaining to the environmental quality and living resources of the Chesapeake Bay ecosystem;

"(iii) in cooperation with appropriate Federal, State, and local authorities, assisting the signatories to the Chesapeake Bay Agreement in developing and implementing specific action plans to carry out the responsibilities of the signatories to the Chesapeake Bay Agreement;

"(iv) coordinating the actions of the Environmental Protection Agency with the actions of the appropriate officials of other Federal agencies and State and local authorities in developing strategies to—

"(I) improve the water quality and living resources in the Chesapeake Bay ecosystem; and

"(II) obtain the support of the appropriate officials of the agencies and authorities in achieving the objectives of the Chesapeake Bay Agreement; and

"(v) implementing outreach programs for public information, education, and participation to foster stewardship of the resources of the Chesapeake Bay.

"(c) INTERAGENCY AGREEMENTS.—The Administrator may enter into an interagency agreement with a Federal agency to carry out this section.

"(d) TECHNICAL ASSISTANCE AND ASSISTANCE GRANTS.—

"(1) IN GENERAL.—In cooperation with the Chesapeake Executive Council, the Administrator may provide technical assistance, and assistance grants, to nonprofit organizations, State and local governments, colleges, universities, and interstate agencies to carry out this section, subject to such terms and conditions as the Administrator considers appropriate.

"(2) FEDERAL SHARE.—

"(A) IN GENERAL.—Except as provided in subparagraph (B), the Federal share of an assistance grant provided under paragraph (1) shall be determined by the Administrator in accordance with guidance issued by the Administrator.

"(B) SMALL WATERSHED GRANTS PROGRAM.—The Federal share of an assistance grant provided under paragraph (1) to carry out an implementing activity under subsection (g)(2) shall not exceed 75 percent of eligible project costs, as determined by the Administrator.

"(3) NON-FEDERAL SHARE.—An assistance grant under paragraph (1) shall be provided on the condition that non-Federal sources provide the remainder of eligible project costs, as determined by the Administrator.

"(4) ADMINISTRATIVE COSTS.—Administrative costs shall not exceed 10 percent of the annual grant award.

"(e) IMPLEMENTATION AND MONITORING GRANTS.—

"(1) IN GENERAL.—If a signatory jurisdiction has approved and committed to implement all or substantially all aspects of the Chesapeake Bay Agreement, on the request of the chief executive of the jurisdiction, the Administrator—

"(A) shall make a grant to the jurisdiction for the purpose of implementing the management mechanisms established under the Chesapeake Bay Agreement, subject to such terms and conditions as the Administrator considers appropriate; and

"(B) may make a grant to a signatory jurisdiction for the purpose of monitoring the Chesapeake Bay ecosystem.

"(2) PROPOSALS.—

"(A) IN GENERAL.—A signatory jurisdiction described in paragraph (1) may apply for a grant under this subsection for a fiscal year by submitting to the Administrator a comprehensive proposal to implement management mechanisms established under the Chesapeake Bay Agreement.

"(B) CONTENTS.—A proposal under subparagraph (A) shall include—

"(i) a description of proposed management mechanisms that the jurisdiction commits to take within a specified time period, such as reducing or preventing pollution in the Chesapeake Bay and its watershed or meeting applicable water quality standards or established goals and objectives under the Chesapeake Bay Agreement; and

"(ii) the estimated cost of the actions proposed to be taken during the fiscal year.

"(3) APPROVAL.—If the Administrator finds that the proposal is consistent with the Chesapeake Bay Agreement and the national goals established under section 101(a), the Administrator may approve the proposal for an award.

"(4) FEDERAL SHARE.—The Federal share of a grant under this subsection shall not exceed 50 percent of the cost of implementing the management mechanisms during the fiscal year.

"(5) NON-FEDERAL SHARE.—A grant under this subsection shall be made on the condition that non-Federal sources provide the remainder of the costs of implementing the management mechanisms during the fiscal year.

"(6) ADMINISTRATIVE COSTS.—Administrative costs shall not exceed 10 percent of the annual grant award.

"(7) REPORTING.—On or before October 1 of each fiscal year, the Administrator shall make available to the public a document that lists and describes, in the greatest practicable degree of detail—

"(A) all projects and activities funded for the fiscal year;

"(B) the goals and objectives of projects funded for the previous fiscal year; and

"(C) the net benefits of projects funded for previous fiscal years.

"(f) FEDERAL FACILITIES AND BUDGET COORDINATION.—

"(1) SUBWATERSHED PLANNING AND RESTORATION.—A Federal agency that owns or operates a facility (as defined by the Administrator) within the Chesapeake Bay watershed shall participate in regional and subwatershed planning and restoration programs.

"(2) COMPLIANCE WITH AGREEMENT.—The head of each Federal agency that owns or occupies real property in the Chesapeake Bay watershed shall ensure that the property, and actions taken by the agency with respect to the property, comply with the Chesapeake Bay Agreement, the Federal Agencies Chesapeake Ecosystem Unified Plan, and any subsequent agreements and plans.

"(3) BUDGET COORDINATION.—

"(A) IN GENERAL.—As part of the annual budget submission of each Federal agency with projects or grants related to restoration, planning, monitoring, or scientific investigation of the Chesapeake Bay ecosystem, the head of the agency shall submit to the President a report that describes plans for the expenditure of the funds under this section.

"(B) DISCLOSURE TO THE COUNCIL.—The head of each agency referred to in subparagraph (A) shall disclose the report under that subparagraph with the Chesapeake Executive Council as appropriate.

"(g) CHESAPEAKE BAY PROGRAM.—

"(1) MANAGEMENT STRATEGIES.—The Administrator, in coordination with other members of the Chesapeake Executive Council, shall ensure that management plans are developed and implementation is begun by signatories to the Chesapeake Bay Agreement to achieve and maintain—

"(A) the nutrient goals of the Chesapeake Bay Agreement for the quantity of nitrogen and phosphorus entering the Chesapeake Bay and its watershed;

"(B) the water quality requirements necessary to restore living resources in the Chesapeake Bay ecosystem;

"(C) the Chesapeake Bay Basinwide Toxins Reduction and Prevention Strategy goal of reducing or eliminating

the input of chemical contaminants from all controllable sources to levels that result in no toxic or bioaccumulative impact on the living resources of the Chesapeake Bay ecosystem or on human health;

"(D) habitat restoration, protection, creation, and enhancement goals established by Chesapeake Bay Agreement signatories for wetlands, riparian forests, and other types of habitat associated with the Chesapeake Bay ecosystem; and

"(E) the restoration, protection, creation, and enhancement goals established by the Chesapeake Bay Agreement signatories for living resources associated with the Chesapeake Bay ecosystem.

"(2) SMALL WATERSHED GRANTS PROGRAM.—The Administrator, in cooperation with the Chesapeake Executive Council, shall—

"(A) establish a small watershed grants program as part of the Chesapeake Bay Program; and

"(B) offer technical assistance and assistance grants under subsection (d) to local governments and nonprofit organizations and individuals in the Chesapeake Bay region to implement—

"(i) cooperative tributary basin strategies that address the water quality and living resource needs in the Chesapeake Bay ecosystem; and

"(ii) locally based protection and restoration programs or projects within a watershed that complement the tributary basin strategies, including the creation, restoration, protection, or enhancement of habitat associated with the Chesapeake Bay ecosystem.

"(h) STUDY OF CHESAPEAKE BAY PROGRAM.—

"(1) IN GENERAL.—Not later than April 22, 2003, and every 5 years thereafter, the Administrator, in coordination with the Chesapeake Executive Council, shall complete a study and submit to Congress a comprehensive report on the results of the study.

"(2) REQUIREMENTS.—The study and report shall—

"(A) assess the state of the Chesapeake Bay ecosystem;

"(B) compare the current state of the Chesapeake Bay ecosystem with its state in 1975, 1985, and 1995;

"(C) assess the effectiveness of management strategies being implemented on the date of enactment of this section and the extent to which the priority needs are being met;

"(D) make recommendations for the improved management of the Chesapeake Bay Program either by strengthening strategies being implemented on the date of enactment of this section or by adopting new strategies; and

"(E) be presented in such a format as to be readily transferable to and usable by other watershed restoration programs.

"(i) SPECIAL STUDY OF LIVING RESOURCE RESPONSE.—

"(1) IN GENERAL.—Not later than 180 days after the date of enactment of this section, the Administrator shall commence a 5-year special study with full participation of the scientific community of the Chesapeake Bay to establish and expand understanding of the response of the living resources of the Chesapeake Bay ecosystem to improvements in water quality

that have resulted from investments made through the Chesapeake Bay Program.

"(2) REQUIREMENTS.—The study shall—

"(A) determine the current status and trends of living resources, including grasses, benthos, phytoplankton, zooplankton, fish, and shellfish;

"(B) establish to the extent practicable the rates of recovery of the living resources in response to improved water quality condition;

"(C) evaluate and assess interactions of species, with particular attention to the impact of changes within and among trophic levels; and

"(D) recommend management actions to optimize the return of a healthy and balanced ecosystem in response to improvements in the quality and character of the waters of the Chesapeake Bay.

"(j) AUTHORIZATION OF APPROPRIATIONS.—There is authorized to be appropriated to carry out this section $40,000,000 for each of fiscal years 2001 through 2005. Such sums shall remain available until expended.".

ATTACHMENT 3

REQUIRED WORK PLAN CONTENT

Within a Work plan there are several elements: Overview, Tasks, Detail Budget and Deliverable Chart. The work plan should include the original proposal language that was submitted under the RFP.

DESIRED OUTCOME AND ID #/CHESAPEAKE BAY COMMITMENT: Provide information from the RFP and budget proposal form.

TITLE: Title from the one page preliminary budget proposal form.

INTRODUCTION

1. Overview: Describe the overall strategy your organization has developed for completing all tasks.

2. Project Abstract: Provide information from the budget proposal form.

TASKS

1. Detailed Description of Project: Expanded description of work proposed on the one page form including details on objectives, methods, approaches, and anticipated results. Proposals of a technical nature must include sufficient level of detail to evaluate methods, approaches and laboratory capabilities.

2. Measures of Success: How will you determine whether this project is successful.

3. Deliverable: Each task must have a deliverable.

DETAILED BUDGET

DELIVERABLE CHART: See Attachment 4

Attachment 3-A

SAMPLE WORK PLAN
FOR IMPLEMENTATION GRANTS

Within a workplan there are several major elements: Overview, Tasks, Detailed Budget and Deliverable Chart. This sample should be used as a guidance to provide consistency for all states. Some variations might occur, dependant on state programs. Check with your project officer for specific changes or ideas that you have for your state program. The overview section of your work plan might not change from year to year. If there are no changes within the overview, the same overview can be resubmitted for subsequent years.

OVERVIEW

1. Participation: Describe current and past experience with working in the Chesapeake Bay Watershed.

2. Description: Provide a brief description or summary of grant projects. The description should include basic information needed to answer questions from Congressional staff members.

3. State Programs: Include a section describing the State's Chesapeake Bay Implementation Program goals and objectives. Provide brief description on progress made or success stories for projects that have been funded by the EPA Chesapeake Bay Program for two years or more. It should include the role of the implementation grants in furthering the state Chesapeake Bay Program goals as they relate to the Chesapeake Bay Agreement.

4. Criteria for targeting work: Describe strategy for targeting specific tasks, for example water body furthest away from achieving nutrient goals, most toxic based on toxic strategy, area targeted with land use issues, sprawl, etc...

5. Other Programs: Describe coordination with the 319 non point source program, state required non point source plans, 6217 Coastal Zone Plans and other programs that relate to the goals of the Chesapeake Bay State Implementation Grants.

6. The implementation grants work plan structure should contain the following major elements: I. Program Management, Evaluation and Planning; II. Education and Research; III. Technical Assistance; IV. Financial Assistance; V. Resource Restoration; VI. Regulatory and Related Programs. Under each element each task should be described (see examples below).

PROJECTS

Each Work Plan should contain specific projects. The following is an example of how the projects are to be presented within a Work Plan:

Description of Project: Place description here.

DELIVERABLE: (1) Range of nitrogen and phosphorus loss from each of the conditions defined in the procedures. (2) Quarterly Status Reports

Project 3: Wetland and Restoration to Improve Water Quality and Habitat in the Rappahannock and York river Basins-USFWS/Ducks Unlimited -

Federal : $40,000

Goal: to work with agricultural landowners to restore wetland habitats within the 100 year floodplains of the Rappahannock and York River basins.

Supported 2000 Goal: "By 2010, achieve a net resource gain by restoring 25,000 acres of tidal and non-tidal wetlands. To do this, we commit to achieve and maintain an average restoration rate of 2,5000 acres per year basin wide by 2005 and beyond. We will evaluate our success in 2005."

Description of project: Place description here.

Deliverables: 100 acres of restored wetland buffers. Semiannual progress report..

ATTACHMENT 4

REQUIRED COMPREHENSIVE DELIVERABLE CHART

GRANTEE NAME: Watershed Alliance, Inc.
GRANT # CB -123456
Project Period: 1/1/00 - 12/30/05
Budget Period: 1/1/00 - 12/30/00

Deliverable	Period of Performance	Due Date	Recd by PO	Approved by PO	Comments
Task 1: Data Analysis of Nitrogen & Phosphorus loss:					
Quarterly Rpt.	1/1/00 to 3/30/00	4/30/00			
	4/1/00 to 6/30/00	7/30/00			
	7/1/00 to 9/30/00	10/30/00			
	10/30/00 to 12/30/00	1/30/01			
Range of nitrogen & phosphorus loss from each of the conditions defined in the SOW		12/30/00			

HABITAT RESTORATION FUNDED PROJECT DATABASE
PROJECT AWARD FORM

INSTRUCTIONS: Please complete the information below the *** line**

Grant No: _____ EPA Project Officer: _____

****

Grantee: _____ Point of Contact: _____

Address: _____

Contact Tel: _____ Contact E-Mail: _____

1. Project Title: _____

2. Project Period of Performance: _____

3. Total Project Cost: _____

4. CBP Funded Amount: _____

5. Matching Funds: _____

6. Partners:

_____

_____

_____

7. Outreach: _____ Monitoring: _____

HABITAT RESTORATION FUNDED PROJECT DATABASE
PROJECT AWARD FORM

8. Project Site Ownership (Fed, State, Tribal, Local, Private): _____

9. Reporting format in decimal degrees to 5 decimal places is preferred.

Site(1) Longitude:	_____	Site(1) Latitude:	_____
Site(2) Longitude:	_____	Site(2) Latitude:	_____
Site(3) Longitude:	_____	Site(3) Latitude:	_____
Site(4) Longitude:	_____	Site(4) Latitude:	_____

10. Datum: NAD27 NAD83 Other _____ Unknown

11. Proposed Habitat to be Restored:

Fresh Water
__FW-Fish Passage
__FW-Palustrine Emergent
__FW-Palustrine Forested
__FW-Palustrine Scrub Shrub
__FW-RFB Non-Tidal
__FW-Stream Restoration

Shallow Water
__SW-Beach
__SW-Estuarine Emergent
__SW-Estuarine Scrub Shrub
__SW-RFB Wetland-Tidal
__SW-SAV

Uplands/Islands
__II-Forest Non-Wetland
__II-Island Restoration
__II-Palustrine Forested Wetland

Open Water
__OW-Aquatic Reef
__OW-Oyster Reef

Other
__Grasses

12. Proposed Area to be Restored (Acres, Miles, etc.): _____

13. Target Species: _____

ATTACHMENT 6
Revised 1/1/02

Chesapeake Bay Program
Point Source and Nonpoint Source
Data Submission Specifications and Requirements

The Tributary Strategy and Point Source Workgroups of the Nutrient Subcommittee coordinate with the Modeling and Communications Subcommittees, and Implementation Committee to establish progress data submission dates that meet the communications and management needs of the Chesapeake Bay Program. State Implementation Grant Work plan deliverables must include schedules for submission of point source and nonpoint source nutrient reduction activities for use in Chesapeake Bay Watershed Model annual progress scenarios. The following point source and nonpoint source data submission requirements were developed jointly by the Modeling Subcommittee and the Tributary Strategy and Point Source Workgroups. The following minimum data requirements reflect the latest agreements.

The due dates for data submission are expected to be met and if funds are the issue, it should be covered within the base implementation grant funds. Recipients should follow deliverable requirements stated in the General Guidance portion of this document.

POINT SOURCE

Point source discharge data for nitrogen and phosphorus should include (1) facility specific monthly flows, (2) Total Nitrogen (TN) monthly discharge concentrations, (3) Total Phosphorus (TP) monthly discharge concentrations, and (4) monthly discharge concentrations for the nutrient species comprising TN and TP. The facilities included in this database are those municipal, industrial, and federal facilities considered by the jurisdictions as significant contributors of TN and TP to the Bay watershed. The data should be quality assured for accuracy and outliers prior to submission.

NONPOINT SOURCE

Currently, each jurisdiction provides progress data in a format unique to that jurisdiction. The Chesapeake Bay Program has worked with each jurisdiction to determine these formats and to develop suitable translation mechanisms to convert raw jurisdiction data to standard Chesapeake Bay Watershed Model input format. Jurisdictions will not change their established formats, unless agreed-to **in advance** by the Tributary Strategy Workgroup. It is suggested that only changes that move an existing format closer to the Chesapeake Bay Watershed Model standard be considered.

The nonpoint source BMP information will be used to create annual progress scenarios using the CBP Watershed Model (WSM). The format and information submitted must meet the information needs of the WSM, as identified and agreed-to by the Tributary Strategy Workgroup. Beginning with 2001 Progress data, all BMPs will be submitted on a cumulative basis by county-segment or other agreed upon location identifier. At a

minimum, the following ~~minimum~~ information is required for each BMP: ~~BMP code~~, BMP name, location **by county-segment**, amount, numbers ~~and/or~~ **of** acres treated* **or animal waste systems installed**. ~~total cost, state cost, cost share percent, owners cost, county, date installed~~, **Animal waste systems include** animal type, **animal numbers or** animal units, ~~tons of manure produced*, and tons of manure stored*~~.

* Forest Buffers report acres planted.

Data sets are preferred in Microsoft Excel **97** ~~(5.0)~~ or Access **97** ~~(2.0)~~ format. Other formats, including ASCII (tab delimited) and Lotus 123, are accepted with prior approval from the Project Officer **and stated on the Work Plan.** Each report must include complete documentation, field name with each electronic file, and definitions where appropriate.

IMPLEMENTATION GRANT REPORTING FREQUENCY

Implementation grant reporting, except progress data, is required semiannually. The reporting periods run from January 1 to June 30 and July 1 to December 31, **with reports due July 31 and January 31**. ~~Reports are due by the last day of the~~ month following the ~~reporting period~~

Progress data is reported annually. As stated in the text of the grant guidance, annual progress reports are a deliverable of the grant. Implementation Grant recipients must provide both point and nonpoint source progress data for the previous calendar year on or before the date established by the Tributary Strategy Workgroup and the Point Source Workgroup of the CBP Nutrient Subcommittee, but not later than July 15. All data will have been properly quality assured prior to submission to the CBPO.

ATTACHMENT 7
Revised 1/1/02

Chesapeake Bay Program Quality Assurance Guidelines and Requirements

In accordance with 40 CFR 30.54 and 31.45, organizations conducting environmental programs and projects funded by EPA that acquire, generate, compile, or use environmental data and technology are required to establish and implement a quality system. Within the Chesapeake Bay Program, these projects include the collection of groundwater, surface water, sediment, atmospheric, living resource, and remotely sensed data as well as data collected from secondary sources of information, such as computer databases, computer models, literature files and historical databases. Environmental data to assess the efficiency of implemented management practices and environmental model development, calibration, verification, and application also are subject to these requirements.

Grantees and cooperators usually describe their quality systems in two formal documents: 1) Quality Management Plan, and 2) Quality Assurance Project Plan. EPA must review and approve all Quality Management and Quality Assurance Project Plans prior to the initiation of environmental data collection and/or compilation activities except under circumstances requiring immediate action to protect human health and the environment or operations conducted under police powers.

~~The goal of the Chesapeake Bay Program's Quality Assurance Program is to ensure that each funded project involving the collection of new environmental data includes sufficient up-front planning for the development of well defined project goals and data quality objectives. These objectives need to be supported by implementation of sampling design,~~ collection, and ~~analysis protocols such that the resultant data completely and accurately addresses the project's goals. In order for the data to be useful to efforts to restore and protect the Chesapeake Bay, the data must be of known and documented quality, having sufficient supporting documentation such that subsequent data users can evaluate if the data meets their data needs.~~

~~All directly Chesapeake Bay Program funded grants, cooperative agreements, and interagency agreements and in-kind match projects which~~ involve the collection and/or use of ~~environmental data must provide documentation of the recipient's quality assurance policies and practices (Quality Assurance Management Plan) as well as the detailed quality assurance and quality control procedures and specifications (Quality Assurance Project Plan). Environmental data is defined as direct measurements of environmental conditions or releases, such as sample collection and analysis. Environmental data also includes data collected from secondary sources of information, such as computer databases, computer models, literature files and historical databases. Within the Chesapeake Bay Program,~~ these projects ~~include the collection of~~

~~groundwater, surface water quality, sediment, atmospheric, living resource, and remotely sensed data as well as the collection of environmental data to assess the efficiency of implemented management practices or control technology upgrades and environmental~~ model development, ~~calibration, verification, and application.~~

Quality Management Plan

The Quality Management Plan documents management practices used to ensure that the results of technical work are of the type and quality needed for their intended use. The elements to be addressed in a Quality Management Plan include: management and organization; quality system description; personnel qualifications and training; procurement of items and services; documentation and records; computer hardware and software; planning; implementation of work processes; assessment and response; and quality improvement. The Quality Management Plan is sometimes viewed as the 'umbrella' document under which individual projects are conducted. The Quality Management Plan is then supported by project-specific QA Project Plans.

Quality Management Plans must be prepared in accordance with *EPA QA/R-2: EPA Requirements for Quality Management Plans*, **which is available on the worldwide web at** http://www.epa.gov/quality/qa/docs.html. **The Quality Management Plan should be reviewed and updated annually as needed.**

~~In accordance with federal requirements (40 CFR 30.54 and 31.45), the recipient must develop and implement quality assurance policies and practices that are sufficient to produce data of adequate quality to meet program objectives. These policies and practices must be documented in a Quality Management Plan. The Quality Management Plan should be prepared in accordance with EPA QA/R-2: EPA Requirements for Quality Management Plans accessible via http://es.epa.gov/ncerqa/qa/qa_docs.html. Please note that EPA QA/R-2 replaces EPA guidance document QAMS-004/80.~~

The Quality Management Plan must be submitted to the Project Officer at least 45 days prior to the initiation of data collection or data compilation. Prior to environmental data collection or data compilation, the Quality Management Plan must be approved by the ~~EPA Regional Quality Assurance Manager~~. **U.S. EPA Region 3 Quality Assurance Manager, U.S. EPA Science Center, Ft. Meade, MD 20755-5350.**

~~Should there be multiple programs involved in a grant or cooperative agreement, or at the recipient's discretion, they may submit one of the following:~~

~~a. A single Quality Management Plan covering all of the programs in the grant or agreement or~~

~~b. A separate Quality Management Plan for each program receiving the grant or cooperative agreement funds.~~

For certain grants and cooperative agreements, the Project Officer may allow the recipient to submit a combined Quality Management Plan/Quality Assurance Project Plan. The minimum EPA requirements for a Quality Management Plan and a Quality Assurance Project Plan must be included in the combined Plan.

~~The Quality Management Plan or combined Quality Management Plan/Quality Assurance Project Plan must be submitted to the Project Officer at least 45 days prior to the initiation of data collection or data compilation. Prior to environmental data collection or data compilation, the Quality Management Plan or combined Quality Management Plan/Quality Assurance Project Plan must be approved by the EPA Regional Quality Assurance Manager.~~

~~The Quality Management Plan should be reviewed and updated annually as needed.~~

Quality Assurance Project Plan

All work funded by EPA that involves the acquisition of environmental data generated from direct measurement activities, collected from other sources, or compiled from computerized data bases and information systems shall be implemented in accordance with an approved QA Project Plan. No work covered by this requirement shall be implemented without an approved Quality Assurance (QA) Project Plan available prior to the start of the work.

A QA Project Plan documents the technical and quality aspects of a project, including project planning, implementation, and assessment. It covers sampling design, sample collection, analytical methods, quality control, and data management activities. For small projects, the grantee or cooperator may include the QA specifications in the scope of work or the work plan as long as all QA requirements are addressed. Specific requirements for quality assurance project plans are defined in *QA/R-5: EPA Requirements for Quality Assurance Project Plans* (EPA 1999), which is available on the worldwide web at http://www.epa.gov/quality/qa/docs.html.

The plan shall be submitted to the Project Officer along with the draft grant or assistance application, or listed as a deliverable to be received at least 30 days prior to the initiation of each data collection or data compilation activity. The QA Project Plan must be reviewed and approved by the Chesapeake Bay Program Office Quality Assurance Officer prior to the initiation of each data collection or data compilation activity.

~~When the recipient is performing the environmental data collection activity, such as direct measurements, data collection from other sources, or data compilation from computerized data bases and information systems, a Quality Assurance Project Plan must be submitted to the Project Officer along with the draft application or listed as a deliverable to be received at least 30 days prior to the initiation of each data collection or data compilation activity. Prior to environmental data collection or data compilation, the Quality Assurance Project Plan must be approved by the EPA Chesapeake Bay Program Office Quality Assurance Officer.~~

~~All Quality Assurance Project Plans must be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans accessible via http://es.epa.gov/ncerqa/qa/qa_docs.html. Please note that EPA QA/R-5 replaces EPA guidance document QAMS-005/80. All aspects of the recipient's individual projects' sampling design, sample collection, analysis, quality control, and data management activities must be documented in the Quality Assurance Project Plan.~~

All Quality Assurance Project Plans must be submitted in an electronic format as these plans will be made directly accessible to the users of the generated data/information through the Chesapeake Information Management System.

~~When the recipient is delegating the responsibility for an environmental data collection activity, such as direct measurements, data collection from other sources, or data compilation from computerized data bases and information systems to another organization, a Quality Assurance Project Plan shall be submitted in accordance with the requirements found in the recipient's EPA-approved Quality Management Plan.~~

For ongoing environmental data collection programs, the quality assurance project plans must be updated annually to ensure any changes to field, sampling handling and storage, laboratory analysis, quality control, and data management activities are accurately documented. The recipient should notify the Project Officer prior to changing the number of samples, the number of sites, or the ~~number of~~ parameters **measured.** If no changes are required to an existing quality assurance project plan, the grant recipient must provide written documentation (e.g., a letter) to the Project Officer that a review was conducted and no changes have occurred.

Should there be multiple programs involved in a grant or cooperative agreement, at the recipient's discretion, the recipient may either submit a single quality assurance project plan covering all of the programs or a separate quality assurance project plan for each program receiving grant or cooperative agreement funds.

All efforts must be made to produce data that is comparable to data collected previously and currently by other Chesapeake Bay Program grant recipients and partners. The recipient shall ensure the agencies, academic institutions, and/or consulting firms responsible for field

sample collection and/or laboratory analysis of environmental samples collected using Chesapeake Bay Program funds or matching funds will participate in the Chesapeake Bay Program's Coordinated Split Sample Program and/or inter-laboratory sample comparison program. See www.chesapeakebay.net for more information on the Chesapeake Bay Program's Coordinated Split Sample Program.

ATTACHMENT 8
Revised 1/1/02

Chesapeake Bay Program Guidance and Policies for Data, Information and Document Deliverables Submission

This document describes the guidelines and policies for submitting data, information, and/or document deliverables to the Chesapeake Bay Program Office or directly serving Chesapeake Bay Program grant/cooperative agreement funded data, information and/or document deliverables on the Internet as part of the Chesapeake Information Management System (CIMS). The full guidance document "Chesapeake Bay Program Guidance for Data Management" is available in electronic format on the web at www.chesapeakebay.net/cims/cimspol2001.pdf. Below are excerpts from that guidance.

CBP Data/information Management and Document Deliverables Guidelines and Policies

This section discusses the guidelines and policies that must be followed by all agencies, institutions, and organizations participating in data and information collection, processing, document generation and submittal to the Chesapeake Bay Program under grant or cooperative agreement funding. The Chesapeake Bay Program has adopted these guidelines and policies in order to improve coordination, compatibility, standardization, and information access across all the Bay Program partners. In addition to these guidelines and policies, any activities funded with Federal Government funds, must also adhere to applicable Federal Information Processing Standards (FIPS) (www.itl.nist.gov/div897/pubs/).

- Data, Information, and Document Deliverables Requirements
- Deliverable Serving vs. Submission Policy
- Locational Data Policy
- Map Coordinate Datum policy
- Map Coordinate Projection Guideline
- Metadata Policy
- Common Station Names Guideline
- Common Data Dictionary Guideline
- Common Database Design Guideline
- Calendar Date Policy
- Common Method Codes Guideline
- Data Reporting Guideline
- **ITIS Biological Nomenclature Policy**

Data, Information, and Document Deliverables Requirements

Recipients are required to submit data, information, and/or document deliverables in electronic format unless exceptions are specified in the grant or cooperative agreement work plan. Electronic deliverables include but are not limited to reports, graphics, spreadsheets, imagery, data files, audio, and digital video products.

All data, information, and documents funded by the Chesapeake Bay Program whether through direct Chesapeake Bay Program funding or indirect matching funds are public information and shall be made available to the public unless there is a grant/cooperative agreement award condition that specifies otherwise. In addition, source data collected and processed in the creation of a deliverable should also be submitted, when practical. If source data is submitted, it should also be delivered in electronic format.

Document deliverables should be submitted in one of the following formats: text in WordPerfect 6.1 or higher, spreadsheets in Microsoft Excel 97 or higher, databases in Microsoft Access 97 or higher. PageMaker, Lotus 1-2-3, QuatroPro and tab/comma delimited files also acceptable with prior agreement from the Project Officer. Graphic images are preferred in TIFF files. Images to be published on the Internet are preferred in GIF or JPEG format. Web-based documents are preferred in Portable Document Format (PDF). GIS data are preferred as Arc/Info non-compressed export (.E00) format, or ArcView (shape) format. All deliverables must have companion metadata.

Deliverable Serving vs. Submission Policy

Recipients are encouraged to serve their grant/cooperative agreement deliverables through their own data server/web site. Bay Program partner and public access to the data server/web site must be assured through the Chesapeake Information Management System in place of deliverable submission directly to EPA. Recipients who plan to directly serve their grant/cooperative agreement deliverables through their own data server/web site must have signed a CIMS Memorandum of Understanding with the Chesapeake Bay Program.

Locational Data Policy

The Chesapeake Bay Program adheres to the EPA's locational data policy which requires consistent use of latitude/longitude coordinates to identify the location of entities. All data, containing spatial and/or specific geographic locations, collected or assembled under a Chesapeake Bay Program grant or cooperative agreement or to be served on the Internet via the Chesapeake Information Management System, must have latitude and longitude information for each entity. Projects not creating or reporting spatial data, but confined to a given project location(s), shall include the latitude/longitude of the location(s) within the study/final report.

In accordance with Chesapeake Bay Program locational data policy, the recipients agree to ensure that latitude and longitude coordinates (given in degrees and decimal degrees) are provided for all sites for which data are collected and accurate to the level required for the purpose of the application of the data. Field measured locations shall be accurate to the best practical geographic positioning method. Currently, Differential Global Positioning System (GPS) equipment can reliably provide coordinates accurate to within 10-25 meters (5 decimal

places in decimal degrees), and is the preferred method of point location determination. Applications such as station monitoring locations should provide locational data with accuracy to that level. Other applications, such as digitizing points or watershed boundaries from mylar media maps, can not provide accuracy better than that of the original map, and can not match the accuracy of GPS or surveyed locations. Remote sensing platforms can now collect sub-meter resolution data (6 decimal places in decimal degrees). Therefore, it is required that metadata be provided for all data and must include a measurement of the accuracy of the coordinates and the original source material and methods for obtaining the coordinates. It is the responsibility of data generators/providers to provide coordinates accurate to the level that is practical for the intended application, and to document the accuracy of those coordinates. The recipient further agrees to document, in writing, that locational data were derived using an approved method and recorded in accordance with federal regulations and other EPA requirements, noted in the "Authorities" section of the EPA's policy. Recipient shall include in their work plan an assurance to comply with this requirement.

Map Coordinate Datum Policy

The Chesapeake Bay Program has adopted the policy that all data generated or collected for, submitted to the Chesapeake Bay Program, or served on the Internet via CIMS shall utilize the North American Datum 1983 (NAD83) horizontal reference and the North American Vertical Datum 1988 (NAVD88) vertical reference. Most likely, organizations have been using NAD27 horizontal reference since USGS maps were historically created using this reference. The requirement to use NAD83 will require conversion of latitudes and longitudes using NAD27 to NAD83. Metadata reporting requires specification of the horizontal and vertical datum where applicable.

Map Coordinate Projection Guideline

The Chesapeake Bay Program has adopted the policy that the standard projection for geographic information system (GIS) files maintained at the Chesapeake Bay Program Office (CBPO) shall be UTM Zone 18 (meters) for all data within the Chesapeake Bay basin. For larger or national GIS data files, the standard projection for GIS files maintained at the CBPO shall be Albers Conical Equal Area (meters). This policy was established to provide consistency in computing distance and area calculations, map shapes, and to facilitate database design and maintenance. and based on the recommendation of USGS. GIS and data files containing spatial data, must have coordinates reported as latitude and longitude (decimal degrees) as per the Locational Data Policy. Ideally, it is requested that information containing projected coordinates, also report coordinates in UTM Zone 18. GIS files submitted to the Program or served by CIMS participants, are preferred in ARC/INFO non-compressed export or ArcView shape format for compatibility with the majority of the Chesapeake Bay Program GIS databases. Partner organizations who have historically maintained GIS files in another projection or coordinate system are exempt from this policy (unless they are developing or

providing data products as part of a Bay Program initiative) since the effort to convert large historical holdings would be prohibitive.

Metadata Policy

The Chesapeake Bay Program has adopted the policy, consistent with Presidential Executive Order # 12906, that all data generated or collected using federal funds, submitted to the Chesapeake Bay Program, or served on the Internet via CIMS, shall be accompanied by metadata (descriptive information about the data, often referred to as documentation), that fully conforms to the Federal Geographic Data Committee's requirements for metadata. Metadata created for Chesapeake Bay Program shall also be delivered to the EPA or other federal Clearinghouse as a requirement to fulfilling this policy and related grant or contract conditions. The FGDC guide for creating metadata is the *Content Standard for Digital Geospatial Metadata Workbook* (**http://www.fgdc.gov/metadata/contstan.html**).

The Chesapeake Bay Program has also adopted the policy, that all data generated or collected using federal funds, submitted to the Chesapeake Bay Program, or served on the Internet via CIMS, shall adhere to the National Biological Information Infrastructure's (NBII) Metadata Standard, where applicable. The NBII Metadata Standard, popular for environmental programs, provides extensions to the FGDC Metadata for documenting biological data and information. The NBII Biological Data Profile can be found at: **www.fgdc.gov/standards/documents/standards/biodata/biodatap.html**

Data to be accessed on the Internet via CIMS must follow the *CIMS Metadata Reporting Guidelines* established by the Chesapeake Bay Program. This Guideline was established to facilitate entering consistent, accurate metadata to ensure the information about the Chesapeake Bay will be easily available, and used appropriately. The *CIMS Metadata Reporting Guidelines* is also accessible on the CIMS Internet Web Page. The COMET system (www.chesapeakebay.net/comet) provides a streamlined, easy to use tool for entering metadata that meets CIMS and FGDC requirements.

Common Station Names Guideline

The Chesapeake Bay Program has adopted the guideline that all data generated or collected for, submitted to the Chesapeake Bay Program, or served on the Internet via CIMS should utilize a consistent set of common station names for identifying and reporting monitoring station locations. It is the data provider's responsibility to comply with this guideline. The purpose of this guideline is to create one master table of station names, to the extent possible, to reduce confusion among cooperating agencies. The Station Names table, maintained on the Chesapeake Bay Program web site, should serve as the master list. Updates to this table that are required by data submitters shall be coordinated with the CIMS Workgroup to maintain one consistent stations names list.

Common Data Dictionary Guideline

The Chesapeake Bay Program has adopted the guideline that all data generated or collected for, submitted to the Chesapeake Bay Program, or served on the Internet via CIMS should utilize the CBP common data dictionary for defining all data elements and units of measure. It is the, data provider's responsibility to comply with this policy. The purpose of this guideline is to create one data dictionary, to the extent possible, to reduce confusion among cooperating agencies. Updates required by data submitters to the dictionary shall be coordinated with the CIMS Workgroup to maintain one consistent data dictionary

Common Database Design Guideline

The Chesapeake Bay Program has adopted the guideline that all data generated or collected for, submitted to the Chesapeake Bay Program, or served on the Internet via CIMS should utilize the CBP common database design for managing data. It is the data provider's responsibility to comply with this guideline. The purpose of this guideline is to use common database designs, to the extent possible, to simplify data formatting and sharing. Modifications to the common database design shall be coordinated with the CIMS Workgroup to maintain consistency in the database structure. If the Chesapeake Bay Program agencies do not have a pre defined database that is acceptable for the work being conducted, the grantee/contractor should work with the funding agency to develop a database design that suits the requirements of the work. The database design should maintain maximum compatibility with other Chesapeake Bay Program database designs.

Calendar Date Policy

The Chesapeake Bay Program has adopted the standard that all data generated or collected for, submitted to the Chesapeake Bay Program, or served on the Internet via CIMS should adhere to the Federal Information Processing Standard, Representation for Calendar Date and Ordinal Date for Information Interchange (FIPS PUB 4- 1).

This standard states "For purposes of electronic data interchange in any recorded form among U.S. Government agencies, National Institute of Standards and Technology (NIST) highly recommends that four-digit year elements be used". The year should encompass a two-digit century that precedes, and is contiguous with, a two-digit year-of-century (e.g., 1999, 2000, etc.). In addition, optional two-digit year time elements specified in ANSI X3.30-1985(RI991) should not be used for the purposes of any data interchange among U.S. Government agencies Therefore, it is required to report and store all dates using four digits for the year. In addition.

to facilitating data sharing, this requirement reduces the complications of processing date data after the millennium rollover at year 2000.

Common Method Codes Guideline

The Chesapeake Bay Program has adopted the guideline that all data generated or collected for, submitted to the CBP, or served on the Internet via CIMS should utilize the CBP Method Codes tables. The method codes are defined in the *Guide to using CBP Water Quality Monitoring Data, and The 1996 Users Guide to CBP Biological and Living Resources Monitoring Data.* It is the data provider's responsibility to comply with this guideline. The purpose of this guideline is to use standardized method codes, to the extent possible, to simplify data coding and sharing. The methods used by monitoring agencies and analytical laboratories are critical in providing accurate measurements. Knowing the field and laboratory methods used is critical, therefore capturing the methods is a high priority during database development. Modifications to the CBP Method Codes shall be coordinated with the CIMS Workgroup to maintain consistency in the table contents. If CBP agencies do not have a pre-defined method code that is acceptable for the work being conducted, the grantee/contractor should work with the funding agency to develop method codes that suits the requirements of the work, while maintaining maximum compatibility with other CBP codes.

Numeric Data Reporting Guideline

The Chesapeake Bay Program has adopted the guideline that all data generated or collected for, submitted to the Chesapeake Bay Program, or served on the Internet via CIMS should report numeric data elements at the same level of precision as that of the original measurement. The exact precision of recorded values must be maintained. This guideline has a significant impact on data analysis and the decisions made based on these analyses.

Values should not be zero-filled to greater precision than actually recorded. For instance, if the measured value is 0. 03, then the reported value should be 0.03 @ and not 0.030, which would imply precision to the third decimal place. For values that are recorded as below or above detection, a detection flag (in a separate data field) shall be used to identify the value as below or above the detection limit of the method, and the value shall be reported as the detectable limit. Values should be reported as zero, only if the measured or recorded value is zero. Values that are missing shall be reported as missing or null or nil, to identify values that were sampled but no value was obtained. Missing, null, or nil values are different than those that were never sampled, which should be recorded as a blank field, if they are recorded at all. It is the responsibility of the data submitter to record in the metadata, how measurements are coded, as well as the accuracy of the measurements.

It is important to note that some software tools used in data processing may represent the data internally with more precision than the original measurement, and/or may round the value.

For instance even though a value of 0.3 was entered, the value may be stored and reported as 0.299999.

ITIS Biological Nomenclature Policy

The Chesapeake Bay Program has adopted the policy that all data generated or collected for, submitted to the Chesapeake Bay Program, or served on the Internet via CIMS should utilize the ITIS (www.itis.usda.gov/index.html) biological names for identifying and reporting species. It is the data provider's responsibility to comply with this policy. The purpose of this policy is to create one master table of species names, to the extent possible, to reduce confusion among cooperating agencies. The ITIS taxonomy table, maintained on the ITIS web site, serves as the master list. Updates to this table that are required by data submitters shall be coordinated with the CIMS Workgroup to maintain one consistent species name list.

Summary of edits to ATTACHMENT 9-A& B: Toxics Data Acquisition Specifications
Revised 10/1/02

1. The first paragraph was changed and expanded.

Old verison:
"The following is a description the information the Bay Program needs to incorporate your data in the Chesapeake Bay Toxics Data Base. We understand that it will take a certain degree of time and effort to compile the information requested, but it is essential to the inclusion and proper representation of your valuable data. If you need additional guidance, please call Kelly Shenk, U.S. EPA Chesapeake Bay Program Office, at 1-800 YOUR BAY."

New version:
"This attachment was completely revised to reflect the new Chesapeake Bay Toxics Database design and to ensure that the Chesapeake Bay Program Office(CBPO) has enough detail regarding your data to process it and load it into the database. The specifications for data acquisition were reorganized to make the form more simple and to help you in submitting your data. More specific parameters are listed and a questionnaire has been added to ensure that you provide sufficient information about your data for the CBPO to be able to process it. With these changes we hope to have sufficient information that will allow us to process your data without additional correspondence or phone calls. Also included is a new requirement to register your project on the Bay Program website so that other researchers and the general public are aware of your work. Any questions, contact Kathryn Gallagher, Toxics Coordinator, at 410-267-5746. "

2. Under the chemical concentration data section, clarification was added for detection limit reporting through adding the following sentence.
"The CBPO records the upper and lower limits of detection. If only one limit is provided, please confirm that it is the lower detection limit."

3 . Under the chemical concentration data section, clarification was added for tissue data reporting. "whole tissue" was added as an example of tissue type, and the following sentence was added:
"Please be as specific as possible. If the sample is a filet, indicate whether it is skin on or off. If it is a bivalve and you qualify it as a "whole" sample, please indicate if it was shucked before analysis."

4. In the same section the word detailed was added to describe the data needed for qualifier description. The sentence now reads "Detailed description of any qualifiers"

5. The word "dissolved" was added to the list of chemical species descriptions. The sentence now reads: "Chemical species (e.g., filtered, dissolved, bulk, total recoverable)"

6. Under the Data Format and File Structure section the following sentence was added:

"However, Microsoft Access and dBase are preferred." (underlining was included in document)

7. Under the Data Transfer section the name of the Toxics coordinator to call with questions was added:
"(contact Kathryn Gallagher, Toxics Coordinator at 1-800 YOUR BAY for further details)"

8. The section describing the registration of projects on the Chesapeake Bay Program Web Clearinghouse was bolded for emphasis, and the word require was underlined for emphasis.

"Registering your project on the Chesapeake Bay Program Web Clearinghouse
In order to assure that chemical contaminant projects funded by the Chesapeake Bay Program are included in the Toxics Coordination and Research Tool, we require that you register your project as an html metadata entry in Chesapeake Online Metadata Entry Tool (COMET) at http://www.chesapeakebay.net/comet. "

9. All references in the document to the Chesapeake Bay Program Office, after the initial one were abbreviated to CBPO.

10. Several small formatting changes were also applied. (e.g capitalizing the first letter of all data categories.

11. The table was revised to fit on the page (Attachment B).

ATTACHMENT 9-A
Revised 10/1/02

Toxics Data Acquisition Specifications

This attachment was completely revised to reflect the new Chesapeake Bay Toxics Database design and to ensure that the Chesapeake Bay Program Office(CBPO) has enough detail regarding your data to process it and load it into the database. The specifications for data acquisition were reorganized to make the form more simple and to help you in submitting your data. More specific parameters are listed and a questionnaire has been added to ensure that you provide sufficient information about your data for the CBPO to be able to process it. With these changes we hope to have sufficient information that will allow us to process your data without additional correspondence or phone calls. Also included is a new requirement to register your project on the Bay Program website so that other researchers and the general public are aware of your work. Any questions, contact Kathryn Gallagher, Toxics Coordinator, at 410-267-5746.

General

- Contact information including a name, address, phone number and email
- Full bibliographic citation of the data set
- A copy of any supporting documentation that describes the sampling efforts, analytical methodologies, purpose of the study, and quality assurance procedures.

Location/Sampling Information

- Sample Identifier (e.g., station name)
- Latitude and longitude with units of measurement (decimal degrees versus degrees, minutes, seconds) clearly identified **(see Attachment 8 for additional guidance)**
- Geographic datum (NAD27 or NAD83) **(see Attachment 8 for additional guidance)**
- Total depth of sampling station
- Depth of sample (if applicable)
- Time of sampling
- Date of sampling. If a range of dates is provided, please indicate a default date that should be used.
- Sample type (e.g., composite, discrete, e.g.,)
- Sample replicate information (e.g., if sample is a replicate, duplicate, etc.)

Chemical Concentration Data

- Parameter analyzed including the Chemical Abstract Number if known
- Detection Limits. The CBPO records the upper and lower limits of detection. If only one limit is provided, please confirm that it is the lower detection limit.
- Units of measurement (e.g., mg/kg, ug/kg, etc.) Be sure to clearly identify if the units for sediments are in wet weight or dry weight.
- Medium sampled (e.g., sediment, water, tissue)

Chemical Concentration Data (continued)

- _ If tissue data, specify sample type (e.g., filet, filet skin off, whole tissue, etc.). Please be as specific as possible. If the sample is a filet, indicate whether it is skin on or off. If it is a bivalve and you qualify it as a "whole" sample, please indicate if it was shucked before analysis.
- _ If tissue data, provide taxonomic name
- _ Detailed description of any qualifiers
- _ Description of analytical methodologies (include EPA methodology number if applicable)
- _ Chemical species (e.g., filtered, dissolved, bulk, total recoverable)

Toxicity Data

- _ Test location (e.g., lab, field)
- _ Test media (e.g., freshwater, saltwater)
- _ Toxicity effect (e.g., EC50, LC50)
- _ Type of chemical exposure to test organism
- _ Species
- _ Organism life stage information (e.g., age, weight, length)
- _ Parameter (i.e., chemical name)
- _ Exposure duration
- _ Water temperature
- _ Water hardness
- _ Water alkalinity
- _ Water dissolved oxygen content
- _ Water pH
- _ Effect concentration
- _ Units
- _ Effect concentration type (e.g., total recoverable, dissolved)
- _ Bioconcentration factor
- _ If field test, sample date and time

Quality Assurance Information

The CBPO needs to have a good assessment of the quality of the data that are being made available. Please send a copy of your Quality Assurance/Quality Control Plan. Questions that are of specific interest include:

- _ Have the data been quality checked?
- _ Were any irregularities identified in the data?
- _ Have any irregularities in the data been flagged in the dataset submitted? How?

Data Format and File Structure

The CBPO can accommodate the following data types: Microsoft Access, dBase, Excel, Lotus or ASCII text files. However, Microsoft Access and dBase are preferred. If submitting an ASCII text file, please specify format and character delimiter if applicable. If you would like to submit the file in a different format, please contact the CBPO to discuss.

It is important that the following information is submitted with the data to ensure that the data are handled correctly when loaded into the Chesapeake Bay Toxics Data Base:

- Documentation of the data files, including field names, definition of the field, field types (i.e., character or numeric), the width and format of each field, and the delimiter used.
- A printout of the first 10-50 lines of each table or data file.

Data Transfer

Electronic files can be transferred to the Chesapeake Bay Program in two ways:

- Through an FTP transport (contact Kathryn Gallagher, Toxics Coordinator at 1-800 YOUR BAY for further details)
- On 3 ½ inch, IBM format, 1.44 MB diskettes, or compact disk.

NOTE: A questionnaire has been included as Attachment B to facilitate the transfer of the requested information. Feel free to include any additional information that you feel relevant. Please be sure to include the name and phone number of a person who can be contacted should any questions arise.

Registering your project on the Chesapeake Bay Program Web Clearinghouse

In order to assure that chemical contaminant projects funded by the Chesapeake Bay Program are included in the Toxics Coordination and Research Tool, we require that you register your project as an html metadata entry in Chesapeake Online Metadata Entry Tool (COMET) at http://www.chesapeakebay.net/comet.

Attachment B (Revised 10/1/02)
Data Submission Questionnaire

Data Submitter/ Contact Information	
Name	
Organization	
Address	
Phone Number	
Quality Assurance Information	
Has the data been quality checked? (Y/N)	
Were irregularities identified in the data? If yes, please explain.	
Have irregularities in the data been flagged? If yes, how?	
Has a copy of the QA Plan submitted? (Y/N)	
Data Documentation	
Has data documentation been submitted? (Y/N)	
Report Title	
Report Author	
Data Format and File Structure	
Format Type (dBase, Microsoft Access, Flat ASCII-fixed format, Flat ASCII-character delimited)	

Please document each field included in the dataset. If additional space is needed, please attach a separate piece of paper.

* Fw.d is the number of digits for the total field, including the number of decimal points. (e.g., 42.432 would be formatted as F6.3

	Field Name	**Field Type** (character or numeric)	**Field Width** (for fixed format files)	**Field Format** (Fw.d)* (for numeric files)

1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Delimiter Used (if applicable)	
Printout of first 10-50 lines included? (Y/N)	
Data Transfer	
Transfer Method (FTP, 3 ½" diskette)	
File Name(s)	
Date of Transfer	
File Size	

U.S. ENVIRONMENTAL PROTECTION AGENCY
REGION III
CHESAPEAKE BAY PROGRAM ADMINISTRATIVE COST CAP WORKSHEET

EPA Assistance No. (if known): _____ Date: _____

Applicant/Recipient: _____

Project Title:

_____

INSTRUCTIONS: In accordance with Section 117(d)(4) and 117(c)(6) of the Clean Water Act (CWA), the costs of salaries and fringe benefits incurred in administering a grant under Section 117 of the CWA shall not exceed 10 percent of the annual Federal grant award. In order to ensure compliance with this requirement, complete this form or a form containing similar information and submit it to EPA with your Application for Federal Assistance (SF-424) and with your annual Financial Status Report (SF-269 or SF-269A). For specific guidance see the Chesapeake Bay Program Office's "Compliance with CWA Section 117 Requirements Restricting Administrative Costs".

Federal grant amount	$_____
Cap %	x .10
Limit on Administrative Costs	$_____ **(a)**
List Administrative Costs: (Budgeted costs for Application or actual costs for FSR)	
_____	$_____
_____	_____
_____	_____
_____	_____
Total	$_____ **(b)**

Line (b) cannot exceed Line (a).

Prepared by: _____ Date: _____

Revised 11/27/00
[lmackey]10%wksht

Revised: 11/27/00 [lmackey]tenper_revised

COMPLIANCE WITH CWA SECTION 117 RESTRICTING ADMINISTRATIVE COSTS

Statutory Authority

Under statutory authority, grantees applying for Chesapeake Bay Program grants/cooperative agreements under Section117 must adhere to the requirement in the Clean Water Act, Section 117 — "Administrative Costs". This section requires a 10 percent cap for administrative costs.

Under Section 117(a)(1) Administrative Cost - The term "administrative cost" means the cost of salaries and fringe benefits incurred in administering a grant under this section.

Under Section 117(d)(4) - Administrative Costs. - Administrative costs shall not exceed 10 percent of the annual grant award.

Under Section 117(e)(6) - Administrative Costs. -Administrative costs shall not exceed 10 percent of the annual grant award.

Guidance for Determining Administrative Costs

As determined by EPA/CBPO, the following provides guidance in determining administrative costs for grants/cooperative agreements under Section 117 of the Clean Water Act.

1. Administrative Costs

Salaries and fringe benefits charged against the project or program element for the sole purpose of administering the grant/cooperative agreements shall not exceed 10% of the annual Federal grant. One hundred percent of the salaries and fringe benefits related to these functions are considered administrative costs. Examples of administrative costs, include but are not limited to:

--preparation and submission of grant applications
--fiscal tracking of grants funds
--maintaining project files
--collection and submission of deliverables

2. Non-administrative Costs

Salaries and fringe benefits related to the implementation of the project or program element of the grant/cooperative agreement are **not** considered administrative costs. None of the salaries and fringe benefit costs related to these functions shall be considered administrative costs. Example:

--the salaries and fringe benefits for technical staff to conduct work to accomplish specific Bay Program goals as outlined in the program or project elements are not administrative costs.

3. Calculation of Administrative Costs

The EPA Region III Grants Office has prepared a worksheet to be completed by the States for calculating their 10 percent limit on administrative costs for Chesapeake Bay Program grants/cooperative agreements. States must complete the attached Chesapeake Bay Administrative Cap Worksheet or a form containing similar information and submit to EPA with the Application for Federal Assistance (SF424) and with their annual Financial Status Report (SF269 and SF269A).

4. Questions Regarding Administrative Costs

The grantees shall direct questions to the EPA Project Officer who will determine what costs should be included as administrative costs on a case-by-case basis.